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GENERAL CATALOG PITTSBURGH COMMUNITY COLLEGE 1995-97



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PITT COMMUNITY COLLEGE

Greenville, North Carolina

**Pitt Community College is accredited by the
Commission on Colleges of the Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur, Georgia (404) 679-4501)
to award Associate Degrees**

CATALOG OF COURSES DAY AND EVENING PROGRAMS

**Volume XX
1995-97**

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ARCHIVES

Pitt Community College publishes this catalog to provide students and other interested persons with information about the College and its programs. The information provided is up-to-date as of May 1, 1995. For information about changes after this date, contact the Office of Information Management Services or the appropriate division director.

The provisions of the catalog are not to be regarded as an irrevocable contract between students and Pitt Community College. The College reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes create for students.

Students having questions not answered in this publication may secure additional information from the Office of the Dean of Students, Pitt Community College, P. O. Drawer 7007, Greenville, North Carolina 27835-7007; telephone (919) 321-4211.

It is the policy of Pitt Community College not to discriminate against any person on the basis of race, color, handicap, sex, religion, age, or national origin in the recruitment and admission of students; the recruitment, employment, training, and promotion of faculty and staff; and the operation of any of its programs and activities, as specified by federal laws and regulations. Pitt Community College is an equal opportunity/affirmative action institution.

PRESIDENT'S MESSAGE

Welcome to Pitt Community College. We are delighted that you are interested in our College and look forward to serving you. Our wide range of programs, courses, and support services will assist you in achieving success in your chosen career.

The success of our graduates has been a guide for the continued growth of our College. The need for a better educated workforce has increased in Pitt County, and Pitt Community College has continuously assisted by offering courses and curricula necessary to meet the demands of local and regional employers. Whether you wish to complete high school, earn a college degree, improve your job skills, or learn one of the many skills taught in our adult and continuing education programs, I am confident that you will find a service or program to meet your needs at Pitt Community College.

This catalog provides you with a detailed description of the College's requirements, procedures, and offerings. What it cannot convey, however, is the satisfaction that comes from attending Pitt Community College. Here the staff and faculty have a genuine concern for the welfare and future success of its students. The opportunity is here for you. I urge you to take full advantage of the College's total resources in the development of your skills in your chosen field.

Dr. Charles E. Russell,
President

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PITT COMMUNITY COLLEGE

Academic Calendar - 1995-96

Implementation of telephone registration may affect registration dates. Please contact the Office of Student Services for exact dates and times.

FALL QUARTER 1995

Late Registration: Day and Evening	Tuesday	August	29
Day and Evening Classes Begin	Wednesday	August	30
Last Day to Drop/Add	Thursday	August	31
Labor Day Holiday	Monday	September	4
Staff Development/School Closed for Students	Friday	September	29
Last Day to Officially Withdraw	Friday	October	20
Last Day to Remove Incompletes	Friday	October	20
Preregistration for Current Students in Major	Monday	October	23
	- Friday	October	27

Registration for Winter Quarter:

Day Classes	Thursday	November	2
	& Friday	November	3

Registration for Winter Quarter:

Evening Classes	Thursday	November	2
Registration Drop/Add	Friday	November	3
Last Day of Classes	Tuesday	November	14
Last Evening of Classes	Wednesday	November	15
Exam Period (Day Classes)	Wednesday	November	15
	- Friday	November	17

WINTER QUARTER 1995

Late Registration: Day and Evening	Monday	November	27
Day and Evening Classes Begin	Tuesday	November	28
Last Day to Drop/Add	Wednesday	November	29
First Day of Christmas Holidays	Monday	December	18
Classes Begin After Christmas Holiday	Tuesday	January	2
Martin Luther King Holiday	Monday	January	15
Last Day to Officially Withdraw	Friday	February	2
Last Day to Remove Incompletes	Friday	February	2
Preregistration for Current Students in Major	Monday	February	5
	- Friday	February	9

Registration for Spring Quarter

Day Classes	Thursday	February	15
	& Friday	February	16

Registration for Spring Quarter:

Evening Classes	Thursday	February	15
Registration Drop/Add	Friday	February	16
Last Day of Classes	Monday	February	26

Last Evening of Classes	Wednesday	February	28
Exam Period (Day Classes)	Tuesday	February	27
	-Thursday	February	29

SPRING QUARTER 1996

Late Registration: Day and Evening	Wednesday	March	6
Day and Evening Classes Begin	Thursday	March	7
Last Day to Drop/Add	Friday	March	8
Easter Holiday	Monday	April	8
Spring Break	Tuesday	April	9
	- Saturday	April	13
Last Day to Officially Withdraw	Friday	May	3
Last Day to Remove Incompletes	Friday	May	3
Preregistration for Current Students in Major	Monday	May	6
	-Friday	May	10

Registration for Summer Quarter:

Day Classes	Thursday	May	16
	& Friday	May	17

Registration for Summer Quarter:

Evening Classes	Thursday	May	16
Registration Drop/Add	Friday	May	17
Last Day of Classes	Monday	May	27
Last Evening of Classes	Wednesday	May	29
Exam Period (Day Classes)	Tuesday	May	28
	- Thursday	May	30
Graduation	Friday	May	31

SUMMER QUARTER 1996

Late Registration: Day and Evening	Monday	June	10
Day and Evening Classes Begin	Tuesday	June	11
Last Day to Drop/Add	Wednesday	June	12
Independence Day Holiday	Thursday	July	4
Student/Faculty Holiday	Friday	July	5
	-Saturday	July	6
Last Day to Officially Withdraw	Friday	July	26
Last Day to Remove Incompletes	Friday	July	26
Preregistration for Current Students in Major	Monday	July	29
	- Friday	August	2

Registration for Fall Quarter:

Day Classes	Thursday	August	8
	- Friday	August	9

Registration for Fall Quarter:

Evening Classes	Thursday	August	8
Registration Drop/Add	Friday	August	9
Last Day of Classes	Wednesday	August	21
Last Evening of Classes	Tuesday	August	20
Graduation	Thursday	August	22

TENTATIVE
Academic Calendar - 1996-97

FALL QUARTER 1996

Late Registration: Day and Evening	Wednesday	September	4
Day and Evening Classes Begin	Thursday	September	5
Last Day to Drop/Add	Friday	September	6
Staff Development/ School Closed for Students	Friday	October	11
Last Day to Officially Withdraw	Monday	November	4
Last Day to Remove Incompletes	Monday	November	4
Last Day of Classes	Tuesday	November	19
Exam Period (Day Classes)	Wednesday	November	20
	-Friday	November	22

WINTER QUARTER 1996

Late Registration: Day and Evening	Monday	December	2
Day and Evening Classes Begin	Tuesday	December	3
Last Day to Drop/Add	Wednesday	December	4
First Day of Christmas Holidays	Monday	December	23
Classes Begin After Christmas Holiday	Monday	January	6
Martin Luther King Holiday	Monday	January	20
Last Day to Officially Withdraw	Wednesday	February	12
Last Day to Remove Incompletes	Wednesday	February	12
Last Day of Classes	Friday	February	28
Exam Period (Day Classes)	Monday	March	3
	-Wednesday	March	5

SPRING QUARTER 1997

Late Registration: Day and Evening	Tuesday	March	11
Day and Evening Classes Begin	Wednesday	March	12
Last Day to Drop/Add	Thursday	March	13
Easter Holiday	Monday	March	31
Spring Break	Tuesday	April	1
	-Saturday	April	5
Last Day to Officially Withdraw	Wednesday	May	14
Last Day to Remove Incompletes	Wednesday	May	14
Last Day of Classes	Friday	May	30
Exam Period (Day Classes)	Monday	June	2
	-Wednesday	June	4
Graduation	Thursday	June	5

SUMMER QUARTER 1997

Pitt Community College and the other colleges in the N.C. Community College System will convert to the semester plan during the Summer of 1997. Please contact PCC's Office of Student Services for exact registration dates.

ORGANIZATION

BOARD OF TRUSTEES

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Vice Chairman

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Vice Chairman

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Norma S. Barrett, M.S, N.C.C.	Director of Counseling
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Debby Godwin, A.A.	Secretary/Receptionist, Admissions and Records
Donna C. Hollowell, A.A.S.	Secretary, Student Support Services
Patricia P. Jones	Secretary, Admissions and Records
Sylvia Jones	Technical Assistant, Career Placement and Planning
Kathy O. Kinlaw, M.A.Ed	Registrar
Spencer R. Kuratomi, M.Ed . .	Project Counselor, Student Support Services
Rudy Lloyd, B.S.	Director of Financial Aid
Neva W. Miller, M.A.Ed.	Evening Counselor
Diane Muccio	Technical Assistant, Placement Testing
Thomas R. Payne, A.A.S.	Tutorial Officer, Student Support Services
Dollie W. Prayer, A.A.S.	Technical Assistant, Counseling
Lisa M. Reichstein, B.S.	Financial Aid Officer
Leslie D. Rogers, M.Ed. . . .	Assistant Dean of Students/Placement Director
Bobbe Martin Rouse, M.A.	College Transfer Counselor/Mental Health Liaison, Student Support Services
Hal Smith, M.A.Ed, N.C.C.	Admissions Counselor
Shelley H. Staten, B.A.	JTPA Employment and Training Specialist
AJ Tyson, M.A.Ed.	Administrator, Weekend College/ Evening Student Services
Mary White, A.A.S.	Secretary, Counseling
Marietta Williams, A.A.	Assistant Registrar
Wendy Wooten, B.S.	Financial Aid Assistant

OFFICE OF THE EXECUTIVE VICE PRESIDENT

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Elaine W. Woodman Secretary, Director of Cooperative Education

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Doris D. Baker, A.A.S Purchasing Officer
Hersel L. Bowen, A.A.S. Public Safety Officer
Ricky D. Brown, M.B.A Budget Officer
Robert B. Conway Mail/Shipping/Receiving Clerk
Susan D. Counterman, B.S. Programmer
J. Byron Dickens, B.S College Store Director
Alan T. Edwards, B.A. Chief of Public Safety
Jenny B. Edwards, A.A.S Accounts Payable Technician
Jennifer A. Garris, B.S Computer Operator Technician
Pat Hardee, A.A.S. Purchasing Technician
Judy H. Harris, A.A.S College Store Clerk/Bookkeeper
Bethany Lane, A.A.S Accounts Receivable Technician
Wanda Lacy Clerk, College Store
Marvin B. Lewis Inventory Control Officer
William D. Lewis, M.A Computer Systems Administrator
Connie S. Lloyd, B.S., C.B.M.I. Business Manager
Debra P. McGowan, M.A Director of Human Resources
Janice B. McGowan, B.S. Payroll Technician
Susan A. McRorie, A.A.S Graphic Arts Technician
Alberta M. Moye Secretary, Vice President of Administrative Services
Jack Raines Public Safety Officer
Houston Randolph Public Safety Officer

Ashley Rogers, A.A.S.	Secretary, Human Resources
Jewel L. Smith, A.A.S	Batching and Construction Clerk
Paul L. Suggs, Apprenticeship	Graphic Arts Manager
Kelly Taylor	Accounting Technician
Linda V. Teel	Clerk, College Store
Alton Wadford, A.A.S.	Head Cashier/Travel Technician

Maintenance Department

William E. Dinkins, Electrical License, A.A.S	Superintendent of Buildings and Grounds
Bobby L. Allen	Night Housekeeping
James E. Best	Night Housekeeping
Keith W. Bielby, Sr.	Groundskeeper
Lisa C. Braxton	Secretary
Donald R. Bridgers	Night Housekeeping
Willie Brown, Jr., Diploma	Day Housekeeping
John Bynum	Groundskeeper Assistant
David L. Carmon	Night Housekeeping
Willie L. Cox	Night Housekeeping
Walter Ashley Dail, Jr., HVAC Diploma	Maintenance Technician
Mae Lee Daniels	Night Housekeeping
Alton Ray Dixon	Groundskeeper Assistant
Harrel Garris	Night Housekeeping
Willie E. Garris	Night Housekeeping
James T. Gorham	Night Housekeeping Assistant Supervisor
Floyd L. Haddock	Groundskeeper Assistant
Aron Harper	Night Housekeeping
Timothy Moore, Electrical License	Maintenance Technician
Robert O'Neal	Maintenance Helper
Major L. Ormond	Groundskeeper Assistant
Owen Q. Owens	Maintenance Technician
Rayfield Payton	Night Housekeeping
Douglas Shirley	Night Housekeeping
Patricia Ann Simpson	Night Housekeeping
Larry Smart, Electrical License, A.A.S.	Maintenance Technician
Charles Taft	Clerical Assistant
James Sterling Teel	Night Housekeeping

LEARNING RESOURCES CENTER

Lisa C. Driver, M.L.S..	Dean of Learning Resources
Alan R. Bailey, M.L.S.	Coordinator of LRC Evening Programs
Dan Bain, B.A.	Distance Education Facilitator
Mary K. Godley, A.A.S	LRC Technical Associate for Library Services

John L. Griffin, B.F.A. Media Production Specialist
 Rita B. Harris, A.A.S. Secretary/Bookkeeper
 Lottie N. Joyner LRC Technical Assistant for Circulation Services
 Linda C. Leighty, M.A., M.S. Director of Learning Technologies
 James P. Leo Audiovisual/Computer Equipment Repair Technician
 Betty L. Newell, A.A.S. Library Assistant
 Jane A. Smith, B.S. Librarian
 Linda M. Teel, M.L.S. Director of Library Services
 Teresa W. Thompson, A.A.S. LRC Technical Assistant for
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 Ann N. Whitehurst, M.L.S. Serials Librarian

OFFICE OF CONTINUING EDUCATION

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 Ella L. Barnes, A.A.S. Secretary, Basic Skills
 James W. Brown, M.A. Director, General Adult Education/
 Community Service
 Lisa B. Elmore, A.A.S. Secretary, Dean/Small Business Center
 Linda J. Fleming Secretary, Occupational Extension
 Margaret E. Green, B.A. Instructor/Coordinator, Compensatory Education
 Tommy Joyner, B.S. Assistant Dean/Director, Occupational Extension
 Carla H. Lee, M.A.Ed. Assessment/Retention/Recruitment Specialist,
 Basic Skills Education
 David Payton, B.A. Instructor/Coordinator, Homeless Project
 Sidney M. Posey, A.A.S. Instructor/Coordinator, Learning Center
 LouAnn M. Rasberry, M.A.Ed. Director, Basic Skills Educations
 Vivian L. Roach, M.A.Ed. Instructor/Coordinator of Basic Skills
 Jack Robinson, A.A.S. Director, Industrial Training
 George O. Sappenfield, Ed.D. Director, Small Business Center
 Janelle Smith, A.A.S. Instructor/Coordinator for Nursing Assistant and
 Nurse Aid Related Programs
 Nanette Stillwell, B.A. Instructor/Coordinator, Computer Instruction
 Sheri T. Walton, B.A. Instructor/Coordinator, ADATC Skills Training
 Glenda Washington, A.A.S. Secretary, EMS/Nurse Aid Programs
 Joyce D. Williams, A.A.S. Secretary, General Adult Education/
 Industrial Training
 Peggy A. Williams, B.S. Instructor, Compensatory Education

INSTRUCTIONAL STAFF BY DIVISION

Arts and Sciences

John C. Hutchens, M.A	Division Director, Arts and Sciences
J. Kelly Adams, M.F.A	Chairman, Commercial Art and Graphic Design
Tammy J. Atchison, M.S.	Biology
George L. Baka, B.F.A	Commercial Art and Graphic Design
Gregory P. Baldwin, M.A	Speech
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Ann Bellis, M.A	Mathematics
Margaret M. Boles, M.A.	Mathematics
Pam Brulet, B.S.	Secretary, English/Math
John R. Buck, M.A	Biology
Catherine S. Bullock, M.Ed.	Chairman, Social Sciences
Russell Chapman, M.A.	Psychology
Cecilia M. Cobb, M.L.S	Library Science and English
Katherine Y. Collins, M.S.H.E	Chairman, Early Childhood
Brenda Ernest, M.S.H.E.	Early Childhood
Tom L. Hall, M.S.	Chemistry
Micah Harris, M.A.Ed, M.A	English
Bryon W. Horton, M.S.	Mathematics and Physics
Sherry J. Horton, M.S	Mathematics and Physics
JoAnne J. James, M.A.	English
Victor E. James, M.S.	Sociology
Karen Jones, M.S.	Biology
Judith Kasperek, M.A	Chairman, Science
Jane H. Keller, M.A., M.L.S	English
Gregory Lackey, M.S.	Biology
Marcia J. Lambert, M.A.	Mathematics
Rebecca L. Leach, M.A.Ed.	Mathematics
Nellie Lewis, M.S	English
Mitzi C. Logan, M.A	Chairman, Mathematics and Physics
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Tom K. Marsh, M.A	Psychology
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Sue J. Mehlich, M.A	Chairman, English and Humanities
Julie G. Mitchell, M.F.A.	Commercial Art & Graphic Design
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Charles E. Saunders, M.A.	History and Religion
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Vandana Srivastava, M.S.	Mathematics
Katalin Szucs, Ph.D.	Mathematics
Charles P. White, Ph.D.	Biology
Linwood E. Woodard, M.A	Health and Physical Education

Business

Robert H. Waddell, Ed.D	Division Director, Business
Timothy J. Broadwell, M.B.A	Curriculum Coordinator, Accounting
Phyllis J. Broughton, M.A.Ed.	Coordinator, Medical Office Technology
Glenda H. Carawan, M.A.Ed	Medical Office Technology
Wanda Card, R.R.A.	Medical Office Technology
Hope V. Clark, M.A.Ed., C.A.S.	Coordinator, Marketing and Retailing
Sandra Crockett, B.S., R.R.A.	Health Information Technology
Mary M. Daughtry, A.A.S	Administrative Office Technology
Leatrice T. Freer, M.B.A.	Coordinator, Business Administration
Claudia Goff, License and Teaching Certificate	Cosmetology
Key Gooding, M.P.H., M.A.Ed., R.R.A	Coordinator, Health Information Technology
Emily Harrington, A.A.S.	Computer Support, Software/Network
Jean R. Holley, M.A.Ed.	Medical Office Technology
Doug Huggins, M.A.Ed	Medical Office Technology
Donald E. Lee, M.A.Ed	Chairman, Business Administration
J. Franklin Lee, M.B.A.	Coordinator, Real Estate, Appraisal, Insurance
Jimmy C. McLamb, A.A.S.	Business Computer Programming
Jill R. Miller, A.A.S.	Secretary, Office and Health Information Management
Bertha A. Mooring, A.A.S.	Secretary, Business Division
Helen M. Parks, M.S.Ed.	Business Computer Programming
Elaine D. Seeman, B.A	Chairman, Business Computer Programming
William Sypawka, M.B.Ed	Business Computer Programming
Robert P. Tallo, M.A.Ed	Accounting
Lee Walter Toderick, M.S, C.I.S.	Business Computer Programming
Carolyn C. Tyndall, M.A.Ed.	Coordinator, Administrative Office Technology

Construction Technology Division

Jarvis E. Tripp, Diploma	Division Director, Construction Technology
Guerry Barbee, M.A.	Industrial Electrical/Electronics Technician
William R. Boyd, Diploma	Chairman, Air Conditioning, Heating and Refrigeration
Joe Brittain, Diploma	Coordinator, Industrial Maintenance
James A. Harris, Diploma	Chairman, Masonry
William M. Hill, B.S.I.S.	Chairman, Residential Carpentry
Dawn Branch King, AIA, BEDA, BEDLA, BArch	Architectural Technology
Roy C. Lanier, A.A.S.	Chairman, Welding
Kim Rouse	Secretary
Kevin Sessoms, B.S.	Architectural Technology
Leonard C. Van Staaldunin, B.E.D.A	Chairman, Architectural Technology
Jasper C. Wynne, B.S.	Chairman, Greenhouse and Grounds

Health Sciences

Judith W. Kuykendall, R.N., Ed.D.	Division Director, Health Sciences
Roselyn Armstrong, O.T.R./L, M.A.	Chairman, Occupational Therapy
Rhonda Asher, (A.S.C.P), B.S.M.T.	Phlebotomy Coordinator
Bobby G. Austin, B.S.R.T.(R)	Program Director, Imaging Technology
Kemp P.B. Bonner, III, R.T.R., A.A.S	Radiologic Sciences
R. Lee Braswell, Jr., B.S.R.T.(R)(T)	Program Director, Radiation Therapy
Angela T. Buck, R.N., M.S.N	Nursing
Diane Cannon, A.A.S	Secretary, Radiologic Sciences
Merritt William (Bill) Clark, R.T., (N)(R), C.N.M.T, B.S.	Chairman, Radiologic Sciences
Gayle O. Cobb, R.N., B.S.N	Nursing
Louise R. Cox, R.T. (R)(CV), B.A.	Assistant Chairman, Radiologic Sciences
Pamela Dail, R.N., M.A.Ed	Nursing
Nan Elizabeth Daniels, O.T.R./L, M.S.	Fieldwork Coordinator, Occupational Therapy
Robert L. DeSoto, M.S., M.S.W., A.C.S.W.	Human Services Technology
Carol Douglas, R.N., B.S.N.	Nursing
Lisa Easterling, C.N.M.T, B.S.	Clinical Instructor, Nuclear Medicine
Charissa L. Fields, R.N., M.S.N	Nursing
Frances T. Fisher, R.N., B.S.N	Nursing
Margaret J. French, M.S	Chairman, Human Services Technology
Christopher J. Grill, C.R.T.T, R.R.T, B.A.	Respiratory Care
Marsha P. Hemby, R.N., C.M.A, B.A.	Chairman, Medical Assisting
Myra Gail Holloway, C.H.U.C., C.M.A, B.S.B.E.	Chairman, General Technology
Rebecca Hylant, R.N., M.S.N.	Nursing
Lyn M. Jacobson, R.T-R, R.D.M.S, A.A.S.	Program Director, Medical Sonography
Ann B. Land	Secretary, Health Sciences
Karen M. Lee, R.T.(R), A.A.S.	Radiologic Sciences
Carla H. Lewis, R.N., M.S.N	Chairman, Nursing
Mara MacKenzie, R.D.M.S., R.D.C.S., A.A.S.	Clinical Coordinator, Medical Sonography
Donna McKeithan, R.N., B.S.N.	Nursing
B. Allen Moye, Jr., C.R.T.T, R.R.T., A.A.S.	Respiratory Care
Kathy Muse	Secretary, General Technology
Latonya E. Shelton, R.N, A.A.S.	Medical Assisting
R. Bruce Steinbach, C.R.T.T., R.R.T, B.A.	Chairman, Respiratory Care
Carol C. Stevens, R.N., M.S	Nursing
M. Carolyn Strickland, C.R.T.T, R.R.T., A.A.S.	Respiratory Care

Industrial Technology Division

James E. Fulcher, CMfgE, Diploma	Division Director, Industrial Technology
Beryalai Angar, M.S.E.E.	Electronics Technology
Faye Causey	Secretary, Industrial Technology Division

Donna Dunnehoo-Jones, M.A.	Electronics Technology
Richard D. Lee, A.A.S.	Coordinator, Machinist/ Industrial Maintenance Technology
Dwight B. McGowan, A.A.S.	Chairman, Automotive Technology
Laverne K. Olrogge, B.S.	Chairman, Electronics Technology
Hugh P. Stanley, M.A., M.A. Ed	Chairman, Operations Management Technology/Human Resources Management
Jane C. Tripp, B.S.	Coordinator, Technical Drafting
Ben Trusty, B.S.Ch.E.	Coordinator, Industrial Construction Technology
M. Travis Wooten, CMfgE	Chairman, Manufacturing Engineering Technology

Legal Sciences

Robert L. Everett, M.A.Ed	Division Director, Legal Sciences
James L. Bullock, J.D., M.B.A, B.S.I.E.	Paralegal
Lora G. Clark, J.D., B.A.	Paralegal/Criminal Justice
Brady Davis, B.S.	Basic Law Enforcement Training
Jimmie Dye, B.A.	Criminal Justice
Joanne B. Venters, A.A.S.	Secretary, Legal Sciences

Preschool Laboratory Staff

Cyndra H. Gasperini, M.S.H.E., M.A.Ed.	Director of Preschool Laboratory
Barbara B. Carson	Secretary, Preschool Laboratory
Mary J. LaNeave, M.S.H.E.	Teacher
Deborah P. Lamb, A.A.S.	Teacher
Melanie F. Mayo, A.A.S.	Teacher
Ruby L. Taylor	Cook
Rita VanLenten, A.A.S.	Teacher

GENERAL INFORMATION

HISTORY OF THE COLLEGE

In March, 1961, Pitt Community College was chartered and designated by the State Board of Education as an industrial education center. The College began its operation as Pitt Industrial Education Center during the same year. Dr. Lloyd Spaulding served as the director of the center. The programs developed and expanded, and in 1964, the school was designated a technical institute by the State Board of Education. The name was changed in July, 1964, to Pitt Technical Institute, and it opened in its new facility, the Vernon E. White Building, in September, 1964, with nine curricula and 96 students.

Dr. William E. Fulford served as the institution's president from 1964-84. During those twenty years the institution experienced many changes and much growth.

In 1970, a second building, the Robert Lee Humber Building, was completed, providing an additional 31,458 square feet to serve the citizens of Pitt County.

In 1975, an addition was made to the White Building, adding a new student lounge with various recreational facilities. This addition also provided facilities for the Business Computer Programming curriculum.

The summer of 1979 brought about two important changes to Pitt Technical Institute. The Kay V. Whichard Building, a 26,000 square foot classroom/shop facility, was completed on campus. Also, the North Carolina General Assembly enacted a bill that changed Pitt Technical Institute to Pitt Community College. The change brought about the addition of the two-year college transfer programs.

Dr. Charles E. Russell was named President of Pitt Community College in 1984.

The Learning Resources Center (LRC), the Clifton W. Everett Building, provides approximately 33,000 square feet of space for library, audiovisual, and media production services and for Individualized Instruction Center services. The facility was completed in the Spring of 1987.

A vocational education classroom and lab/shop building, the A.B. Whitley Building, was opened in February, 1990. The 32,300 square foot facility provides space for the following programs: Machinist, Electronic Servicing, Electronic Engineering Technology, Architectural Technology, and Manufacturing Engineering Technology.

The William E. Fulford Building, a 44,500 square foot classroom/lab building, was opened in January 1993. This facility provides space for the following programs: Imaging, Medical Assisting Technology, Associate Degree Nursing, Occupational Therapy Assistant, Phlebotomy, Radiation Therapy Technology, Radiologic Sciences, and Respiratory Care.

The Welding/Masonry Building, a 10,750 square foot facility, was opened in April, 1993.

Today, Pitt Community College offers thirty-one technical programs, seven vocational programs, nine certificate programs, and four college transfer programs.

LOCATION

The College is located on Highway 11, South, between Greenville and Winterville.

PITT COMMUNITY COLLEGE MISSION

The mission of Pitt Community College is to enhance the economic development and quality of life of the community, provide a positive learning environment, promote academic excellence, and educate diverse populations to succeed in the workplace and in higher education.

AREAS OF STUDY	Associate Degree	Diploma	Certificate
Accounting	X		
Administrative Office Technology	X		X
Air Conditioning, Heating & Refrigeration	X	X	
Architectural Technology	X		
Associate Degree Nursing	X		
Automotive Technology	X	X	
Basic Law Enforcement Training			X
Business Administration	X		
Business Computer Programming	X		X
Commercial Art & Advertising Design	X		
Cosmetology			X
Criminal Justice: Protective Services Technology	X		
Early Childhood Associate	X	X	
Electronic Servicing (2-Year Option)		X	
Electronics Engineering Technology	X		X
General Technology Curriculum Core			X
Health Information Technology	X		
Health Unit Coordinator			X
Human Resources Management**	X		
Human Services Technology	X		
Imaging Technology (Technical Specialty)*		X	
Industrial Construction Technology	X		
Industrial Electrical/Electronics Technician	X	X	X
Industrial Maintenance		X	
Industrial Maintenance Technology**	X		
Insurance (Technical Specialty)			X
Law Enforcement Technology	X		
Machinist (2-Year Option)		X	
Manufacturing Engineering Technology	X		
Marketing & Retailing	X		
Masonry		X	
Medical Assisting Technology*	X		X

AREAS OF STUDY (continued)	Associate Degree	Diploma	Certificate
Medical Office Technology	X		X
Medical Sonography*	X	X	
Nuclear Medicine Technology*	X	X	
Occupational Therapy Assistant*	X		
Operations Management Technology**	X		
Paralegal Technology	X		
Phlebotomy			X
Pre-Business Administration	X		
Pre-Education (Elementary)	X		
Pre-Education (Secondary)	X		
Pre-Liberal Arts	X		
Radiation Therapy Technology*	X	X	
Radiography*	X		
Real Estate (Technical Specialty)			X
Real Estate Appraisal			X
Residential Carpentry		X	
Respiratory Care Technology*	X		
Surveying Technology (Technical Specialty)			X
Welding (2-Year Option)		X	X

* Satisfactory admissions test results, interview, high school record, and physical examination are some of the requirements for enrollment.

** Evening programs only. Contact a Pitt Community College admissions counselor for details about "day only," "evening only," and "day and evening" programs.

NON-DEGREE CURRICULUM CREDIT

Students may enroll in available courses from different curricula for possible transfer or self-improvement.

ADMISSIONS

Pitt Community College operates under the open-door admissions policy established in the North Carolina General Statute 115.D. All community colleges maintain an open-door admissions policy for all applicants who are high school graduates or high school leavers 18 years of age or older. The College has the right to selectively place these applicants.

GENERAL ADMISSIONS

The basic requirements for curricular programs (Health Sciences Admissions excepted) are as follows:

1. The College requires high school graduation or the high school equivalency diploma for all technical, college transfer, and certificate programs. For vocational programs, the College requires students to have at least eight units of high school work or special permission. An official high school transcript is required.
2. Each applicant must submit a completed Application for Admission.
3. All students take placement tests with the exception of those transfer students who have successfully completed appropriate units in mathematics and English.
4. Applicants for Electronics Engineering Technology and Architectural Technology should have completed one unit of algebra and one unit of geometry.
5. Each applicant should make an appointment with an admissions counselor for a personal interview prior to enrollment in the College. The counseling session is designed to acquaint the student with the College and to help the student make a wise choice in program selection.

ASSET PLACEMENT TESTING

The ASSET (Assuring Successful Student Entry and Transfer) Placement Test is administered on a weekly basis as follows: Monday evenings; Wednesday mornings; and Thursday afternoons in the Learning Center. During preregistration and registration, additional large group testings are conducted. To register for the ASSET test, students must see a Pitt Community College admissions counselor in the Vernon E. White Building, Room 2. Test permits and a picture ID are required before taking the test.

HEALTH SCIENCES ADMISSIONS

Health Sciences programs have additional admissions requirements including a pre-admission test. This is necessary because these programs are limited in the number of students that can be admitted each year. Guidelines and requirements for admission into the health sciences programs may be obtained from the an admissions counselor.

The health sciences admissions committee will review each completed application and consider criteria including the following: admissions test scores; past academic achievement; and other factors deemed appropriate by the committee.

Application and completion of requirements for admission in Fall Quarter to the health sciences programs should be completed as early as possible. The selection process begins in February.

Immunizations may be required of health sciences students.

The Pitt Community College health sciences programs are as follows:

Health Unit Coordinator	Associate Degree Nursing
Imaging Technology (Technical Specialty)	Occupational Therapy Assistant
Medical Assisting Technology	Phlebotomy
Medical Sonography	Radiation Therapy
Health Information Technology	Radiography
Nuclear Medicine Technology	Respiratory Care Technology

TRANSFER ADMISSIONS

Pitt Community College will accept students from other post-secondary institutions provided applicants

- 1. Submit formal applications, and
- 2. Have official high school transcript and official transcripts from each post-secondary institution attended mailed to the Office of the Registrar.

The dean of students may refuse admission to transfer students not in good standing at previously attended post-secondary institutions.

READMISSION OF CURRICULAR STUDENTS

Students re-entering after one or more quarters out of school, with the exception of summer quarter, will follow normal admission procedures. Students out of school as a result of disciplinary action must appear before the dean of students and petition for readmission to the College.

PROVISIONAL ADMISSIONS

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such cases, all requirements must be completed within the first quarter of attendance, including mailing of official transcripts (high school and post-secondary) directly to the Office of the Registrar.

Students not completing admission requirements by the end of the quarter will be reclassified as Non-Degree Credit. This will preclude their receiving financial aid and/or Department of Veteran Affairs (DVA) benefits.

HIGH SCHOOL ADMISSIONS (DUAL ENROLLMENT)

The College admits selected high school students to appropriate college courses as space permits under the following conditions:

1. The student is 16 years or older,
2. The student must be recommended by the high school counselor and have prior written approval from the high school principal and the designated representative for the local board of education, and
3. The student is taking at least three courses at the high school and is making appropriate progress toward graduation as determined by the school principal, and
4. The registrar of the College approves the enrollment of the student. High school students are exempt from the payment of tuition and activity fee.

HIGH SCHOOL STUDENTS ARE NOT ALLOWED TO ENROLL IN DEVELOPMENTAL COURSES AT THE COLLEGE UNDER THE DUAL ENROLLMENT POLICY.

INTERNATIONAL STUDENT ADMISSIONS

Pitt Community College has been approved by the U.S. Immigration and Naturalization Service to enroll international students from three categories: permanent residents with alien registration ('green card'), refugees, or student visa holders ('F-1').

An international student present in the United States on a student visa ('F-1') is considered a non-resident for the purpose of tuition payments. Length of stay, payment of taxes, or ownership of property, in themselves, do not qualify an international student for the status of legal resident or domicile. Neither federal nor state student financial aid is offered to an international student; therefore, he/she is required to submit an official bank statement (in dollars) from a bank or appropriate official certifying that the international student has sufficient funds to cover each year of expenses.

In addition to the normal admissions requirements, an international student must meet the additional criteria:

1. Graduation from a high school or equivalent as evidenced by an official copy of the secondary school transcript. All official transcripts must be accompanied by a certified English translation.
2. A score of 550 or better is required on the Test of English As A Foreign Language (TOEFL) examination. Exception: An international student whose country has English as the only official language is exempted from taking the TOEFL exam.

The college does not offer special English proficiency curriculum classes. All students are required to make their own housing arrangements. For further information concerning international students' admissions, contact the Office of the Dean of Students.

STUDENT RIGHT-TO-KNOW ACT DISCLOSURE

Information concerning the Student Right-To-Know projected completion or graduation rate for Pitt Community College is available in the Counseling Office or the Office of the Registrar.

TUITION, FEES AND OTHER EXPENSES

Financial support from local, state, and federal sources allows each student an educational opportunity at minimum cost. Tuition is set by the North Carolina General Assembly and is subject to change without notice. Textbooks, fees, and supplies are additional expenses which vary according to the program of study. The payment of all fees is required at the time of registration. Any student who does not pay fees will have his/her schedule purged from all classes. Students may not attend class until tuition is paid.

TUITION ***Please Note: Tuition is set by the North Carolina General Assembly and is subject to change without notice.***

Full-time Tuition

All North Carolina residents enrolled for fourteen (14) or more curricular credit hours are charged a maximum tuition of \$185.50 per quarter.

Part-time Tuition

The tuition charge for North Carolina resident curricular students is \$13.25 times the number of credit hours for which the student is enrolled. Example: 9 credit hours x \$13.25 equals \$119.25.

Senior Citizens

North Carolina residents 65 years of age or older shall be exempted from the payment of curricular tuition and extension registration fees.

Audit Students

Audit students must pay the same tuition rates as other students.

Out-of-State Students

The entrance requirements and admission procedures for persons who reside outside North Carolina are the same as for residents. Tuition for non-residents is \$1,505.00 per quarter for full-time enrollment. For part-time students, the fee is \$107.50 per credit hour.

RESIDENCE CLASSIFICATION FOR TUITION PURPOSES

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. Copies of the applicable law and the State Residency Manual are available for inspection in the Office of the Dean of

Students, the Office of the Registrar, and also in the Learning Resources Center, where they may be examined upon request.

FEES AND OTHER EXPENSES

All tuition and fees must be paid in the Cashier's Office located in the Vernon White Building. The Cashier's Office is open Monday through Friday 8:15 a.m. to 5:00 p.m. Special hours apply during registration periods.

Student Activity Fee

The student activity fee for each full-time student (12 credit hours or more) will be charged during fall, winter, and spring quarters at a rate of \$8.00 per quarter. Part-time students will be charged a prorated fee.

Accident Insurance Fee

Accident insurance, covering hours in school and transportation between PCC and school supervised and sponsored activities, is required at a cost of \$1.25 per quarter. Students must submit claims for injury covered under the accident insurance provisions immediately, but in no instance later than 30 days, in order to expect coverage. All accidents must be reported to the dean of students within 24 hours of date of accident.

The premium for accident insurance is subject to change annually.

Professional Liability Insurance

Students enrolled in Health Sciences programs are required to purchase professional liability insurance and encouraged to purchase health insurance prior to clinical practice.

Parking Fee

There is a \$4.00 annual charge for parking permits for day students who enroll in Fall Quarter. Charges for students beginning in a later quarter are prorated.

Textbooks and Supplies

The cost of textbooks and supplies varies according to the program of study. These items may be purchased from the College Store. The College Store hours are Monday-Thursday, 8:15 a.m. - 8:00 p.m. and Friday, 8:15 a.m. - 2:30 p.m. Special hours exist during the first eight days of the quarter and during summer quarter. Business hours are posted on the College Store door and bulletin boards throughout the campus.

Student Fees for Laboratory/Clinical/Shop

Lab fees are charged for classes which require special equipment or supplies. These fees, which may vary by department, are indicated in course descriptions in the catalog. See course descriptions for actual fee per course.

REFUND POLICY

The College is authorized to refund tuition under the regulations set forth by the North Carolina State Board of Community Colleges (23 NCAC 2d.0202 e) which state that a refund shall not be made except under the following circumstances:

1. A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic quarter as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.
2. A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 20% point of the quarter.
3. For classes beginning at times other than the first week (seven calendar days) of the quarter a 100% refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class prior to or on the 20% point of the class.

The refund policy is set by the North Carolina State Board of Community Colleges and is subject to change without notice.

Activity and insurance fees are nonrefundable.

Students desiring a tuition refund are asked to follow the steps listed below:

1. Contact a counselor to obtain the appropriate withdrawal form,
2. Complete the withdrawal form,
3. Submit the completed withdrawal form to the Office of the Registrar, and
4. Submit the application for refund to the Cashier's Office.

Students that prepay and then officially withdraw from the College may receive a full refund of tuition and fees if the official withdrawal is completed before the first day of classes as published in the school calendar of the quarter involved.

If a student preregisters using Title IV Financial Aid funds and/or scholarships funds, and (1) fails to maintain measurable satisfactory academic progress resulting in the termination of financial aid, or (2) fails to begin classes during the first week of the quarter resulting in the termination of financial aid, then the College will credit the amount of tuition and fees to the specific Title IV program or scholarship from which the funds were originally allocated.

When a student recipient of Title IV Financial Aid funds withdraws or is dismissed from PCC prior to the end of an academic period, the institution will determine whether and to what extent the student received overpayment from such funds. This determination will be based upon any discrepancy between the amount of allowable costs (educational cost including room, board, books, supplies, transportation and miscellaneous expenses) incurred by the student up to the date of withdrawal and the amount of Title IV funds received by said students prior to that date.

Overpayment funds reimbursed to the institution by the student shall be credited to the specific Title IV program from which they were originally allocated.

ACADEMIC REGULATIONS

CLASS SCHEDULE

Pitt Community College normally offers classes between the hours of 8:00 a.m. and 10:00 p.m. five days per week, except on Friday when all classes end at 6:00 p.m.

Non-credit courses for personal, occupational, and community improvement are offered during both day and evening hours.

With careful planning a person can complete most of the work required for a degree or diploma in certain programs by attending evening classes.

REGISTRATION

The College year consists of four quarters. Students who are pursuing a course of study must preregister or register at the beginning of each quarter as they progress toward their educational objectives. Returning students must make satisfactory settlement with the College for all indebtedness prior to registration. All students will register during the prescribed registration period for that quarter (refer to College Calendar).

Pitt Community College, as part of the North Carolina Community College System, will convert to the semester plan beginning in the 1997 academic year.

Preregistration and Registration

Registration is held approximately the ninth week of each quarter at a time when students and advisors can review students' academic progress and plan courses for the coming quarter.

This opportunity is an important part of each student's program. Students and their advisors have an opportunity to discuss academic problems on an individual basis and keep abreast of progress.

During the week prior to registration, current students in a major are encouraged to make an appointment with their advisors to select their courses for the upcoming quarter. This preregistration week permits additional time for advisor/student conferences and allows current students to have first choice of available classes.

Those students failing to register at the designated time must complete registration on late registration day.

Late Registration Penalty (Second day of classes through drop/add)

A student may register for class(es) provided

1. The class is not canceled or closed,
2. The student convinces the advisor that it was impossible or would have involved extreme hardship to register at the appointed time, and
3. The student pays a late registration fee of \$5.00.

Auditing Courses

Students who wish to audit courses must register for such courses on a special audit registration card. Auditors receive no credit but are expected to adhere to the same attendance policy as credit students. Participation in class discussion and examinations is at the option of the student.

Fees for auditors are the same as for regular students. In the event of limited classroom space, first priority will be given to regular credit students.

AN AUDIT CANNOT BE CHANGED TO CREDIT NOR CREDIT TO AUDIT AFTER THE DEADLINE FOR ADDING COURSES.

FINANCIAL AID RECIPIENTS WILL NOT RECEIVE PAY FOR AUDITING A COURSE.

Registration for Developmental Courses

If students, as a result of placement tests, are found to be deficient in math, English, or other skills, they will be required to take appropriate developmental courses.

Developmental courses do not meet elective or graduation requirements.

Dropping and/or Adding Courses

In some instances it is necessary for students to make adjustments in their schedules. To ensure that the student receives proper credit, a drop/add card should be completed and processed through the registration area and registration form validated by the cashier. The College calendar (published in the Student Handbook and

the General Catalog) indicates the last day to drop or add courses. This date is subject to change with proper notification.

NO COURSE IS OFFICIALLY DROPPED OR ADDED, INCLUDING CLASSES CANCELED BY THE COLLEGE, UNTIL THE REQUIRED PROCEDURE IS COMPLETED.

The procedure is as follows:

1. Obtain drop/add card from the Office of the Registrar or advisor,
2. Fill out card completely,
3. Have the advisor sign the card,
4. Process through the registration area, and
5. Have the computer form validated by the cashier.

COURSE LOAD

Full-time curricular students must take a minimum of 12 credit hours. Normally students take 15 to 18 hours. In addition to 12 credit hours, vocational students must take a minimum of 22 contact hours to be classified full-time. Students registering for more than 20 credit hours must have a cumulative grade point average of 2.0 or above or permission of the department chairman.

Students who are employed more than 15 hours a week should reduce their class load accordingly. Beginning students who have full-time employment are urged to limit class loads to 9 to 12 credit hours until they have demonstrated ability to carry a heavier schedule.

ATTENDANCE

Regular and punctual class attendance is expected of all students. Instructors will/may unofficially drop students after the third week of class (see Unofficial Withdrawal) for the following reasons:

1. Any day student absent five consecutive class meetings will be unofficially dropped. (see 5 below)
2. Any evening student absent more than two consecutive class meetings will be unofficially dropped. (see 5 below)
3. A student may be reinstated into the class after being unofficially dropped if deemed appropriate by the class instructor.

4. Students may be unofficially dropped when their absences from class begin to affect the quality of their work or their grades as determined by the class instructor.
5. An instructor may choose not to unofficially drop a student if the student maintains regular, constructive communication with the instructor during an extended series of absences.

Students who choose to participate in school-related activities such as SGA and sports must adhere to the attendance policy. The student is responsible for work missed due to school-related activities. In such cases, instructors will wherever possible, work with the students involved to allow them to participate in the prearranged school activities, provided the student is in good academic standing for the course being missed (i.e., minimum "C" average).

When defining individual course attendance policies, instructors must take into consideration the between-classes time needed for students with disabilities.

This policy represents the minimum requirements for attendance. Other guidelines/policies based on the nature of a course may be added by the instructor subject to approval by the appropriate curriculum division director.

WITHDRAWAL FROM CLASSES

Official Withdrawal

During the first eight weeks of a quarter, a student may withdraw from courses without penalty. (See College calendar for applicable date each quarter.) *NO OFFICIAL WITHDRAWALS WILL BE PERMITTED DURING THE LAST THREE (3) WEEKS OF ANY QUARTER. ANY EXCEPTIONS TO THIS POLICY MUST BE AGREED UPON BY BOTH THE STUDENT'S CURRICULAR DIVISION DIRECTOR AND THE DEAN OF STUDENTS.* Official withdrawals do not count as hours attempted.

Students applying for an official withdrawal during the first eight weeks of a quarter must use the following procedure:

1. Obtain a withdrawal card from a counselor,
2. Complete and have advisor sign card,
3. Have card signed by financial aid and/or veteran affairs officer if receiving aid, and
4. Submit completed card to the Office of the Registrar.

After the first eight weeks, the student should see his/her curricular division director.

Students who officially withdraw from courses will not receive grades for those courses. Only the course(s) for which they registered and the official withdrawal designation will appear on the transcript. For more information, see the counselors or the Office of the Registrar.

Unofficial Withdrawal

An unofficial withdrawal from one or more classes is given to students who leave school or stop attending classes without qualifying for or following procedures for official withdrawal status. This includes students dropped for excessive absences (see Attendance) and not reinstated. Unofficial withdrawals count as hours attempted with quality points of "0" in determining the grade point average (GPA). Students who leave school without officially withdrawing will lower their GPA and jeopardize future readmission to the College. For more information see the counselors or the Office of the Registrar.

VETERANS NOTE: Any course for which an unofficial withdrawal or an "I" (Incomplete) is received may not be retaken for pay purposes under the Title 38, U.S. Code as amended by Public Law 93-508.

ALTERNATIVE CREDIT

Credit by Examination

A student who evidences prior proficiency for a course due to previous work or educational experience may apply for credit by examination provided the student is currently enrolled in the College.

Application for approval to take the examination must be made through the academic advisor and approved by the department chairman for that course, using the Permit for Credit by Examination form. If approved, the chairman will make arrangements for the student to take an appropriate test administered by a departmental instructor.

Examinations will be scheduled at the discretion of the department chairman. No student may be permitted to take an examination without presenting the properly executed Permit for Credit by Examination to the course instructor.

ALL EXAMINATIONS MUST BE COMPLETED DURING THE FIRST 8 WEEKS OF EACH QUARTER. A STUDENT MAY NOT TAKE AN EXAMINATION FOR CREDIT MORE THAN ONCE FOR ANY ONE COURSE.

All grades other than "F" will be recorded on the student's permanent academic record.

Students applying for credit by examination must use the following procedure:

1. Contact the advisor and the department chairman for that course to obtain the Permit for Credit by Examination,
2. Contact and have the Office of the Registrar sign the permit,
3. Pay additional nonrefundable tuition, if applicable, and
4. Present permit to instructor who will administer the examination.

The instructor administers and reports the results of the examination to the Office of the Registrar within one week of the date of approval of the permit by that office. Credit hours will count toward graduation; these will be computed in grade point average as grades and quality points will be recorded.

Credit by Examination cannot be included in the 25% residency requirements. (see Transfer Credit)

Credit by Placement Examination for RED 1101

In majors requiring RED 1101, credit may be granted to a student based on a satisfactory score on the reading portion of the ASSET placement test provided the student is currently enrolled in the College.

Application for credit must be made by the student through the academic advisor and approved by the registrar using the Request for Credit By Placement Exam form. If approved, the credit will be recorded on the student's permanent academic record. Credit hours will count toward graduation; the grade of satisfactory completion (S) will not be computed in the grade point average, and quality points will not be recorded.

Challenge Examination

Students enrolled in a course may feel they have become proficient in course subject matter based on work or educational experience. They may, with the instructor's approval, "challenge" the course by taking the challenge examination during the first eight weeks of the quarter. A student may not challenge a course more than once.

CHALLENGE EXAMINATION DOES NOT APPLY TO AUDIT STUDENTS. (see Audit)

Transfer Credit

Curricular students are responsible for requesting official transcripts from all previously attended institutions (secondary and post-secondary).

Transcripts for all students enrolled in a curricular program will be evaluated automatically.

Students transferring to Pitt Community College may transfer courses applicable to their curriculum with comparable course content so long as the GPA of all courses being transferred does not fall below a 2.0. **EXCEPTION:** Students transferring into health science curricula programs may not transfer any health science courses with a grade below "C." Only hours earned are transferable; grades do not transfer.

A maximum of sixty (60) credit hours may be transferred from institutions outside the North Carolina Community College System toward completing an associate degree or diploma program. All transfer students must complete at least 25% of the credit hours required for a degree or diploma at Pitt Community College. Within the 25%, at least twelve (12) quarter hours must be major course work (departmental prefix designation).

College transfer or technical credit for work experience cannot be allowed except through the organized and supervised cooperative education (CO-OP) program. Academic credit is not allowed for previous work experience outside of the supervision of the College; however, a student may challenge relevant courses by examination. (see Credit by Examination)

Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of "Transfer Credit Practices of Designated Educational Institutions," published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or similar publications.

Credit for Non-Traditional Learning

Pitt Community College will evaluate non-traditional educational records for possible transfer credit. Full documentation must be provided before an evaluation can be made.

A maximum of sixty (60) credit hours may be transferred from institutions outside the North Carolina Community College System toward completing an associate degree or diploma program. All students receiving transfer credit for traditional and/or non-traditional learning must complete at least 25% of the credit hours required for a degree or

diploma at Pitt Community College. Within the 25%, at least twelve (12) quarter hours must be major course work (departmental prefix designation). Credit by examination cannot be included in the 25% residency requirements.

Advanced Placement Examinations/CLEP

Students of the College may request transfer credit for subjects tested under advanced placement examinations. CLEP and DANTES General Exams and Subject Area Exams are evaluated for transfer credit. Test scores must meet ACE (American Council on Education) recommendations. Credit must be applicable to the student's current degree or diploma requirements. Advanced credit must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded.

Educational Experiences in the Armed Services

Educational experiences in the armed services may be submitted for transfer credit evaluations. To request an evaluation of military service schools, the student must complete the following steps:

1. Complete one copy of the Request for Course Recommendation form for each course submitted for evaluation. This form is available in the Office of the Registrar.
2. Attach documentation of successful completion of course. Documentation may include DD Form 295 Application for the Evaluation of Educational Experiences During Military Service, DD Form 214 Armed Forces of the United States Report of Transfer or Discharge, course completion certificates, AARTS (Army/ACE Registry Transcript System) transcripts, or MOS (Military Occupational Specialty) Evaluation Score Reports.
3. Submit completed form and appropriate documentation to the Office of the Registrar.

Military educational experiences are evaluated using the ACE (American Council on Education) Guide to the Evaluation of Educational Experiences in the Armed Services. Credit must be applicable to the student's current degree or diploma requirements. Only hours earned are awarded.

Experiential Learning

Pitt Community College does not consider experiential learning or life experiences for transfer credit evaluation. However, students who evidence prior proficiency for a course due to previous work or life experiences may apply for credit by examination or challenge examination. (see Credit by Examination and Challenge Examination)

Advanced Placement Credit for High School Students

Pitt Community College and Pitt County Schools have entered into an articulation agreement to provide advanced placement for selected high school courses. High school graduates who successfully complete one or more of the selected courses and present evidence of the required level of mastery of skills in the course(s) will be granted credit at Pitt Community College for the comparable course in a degree or diploma program.

The following procedure applies to awarding credit for coursework through advanced placement.

1. The PCC departmental advisor, through consultation with the student and review of appropriate documentation, will complete the PCC Advanced Placement form to recommend credit for the course. The advisor will submit the form to the department chair responsible for the course.
2. The department chair will verify the eligibility of the course for PCC advanced placement. Upon approval, the department chair will submit the form to the Office of the Registrar.
3. Upon graduation from high school, if the student enrolls at Pitt Community College within one year, the advanced placement credit will be recorded on the student's permanent academic transcript.

Credit hours will count toward graduation; the advanced placement grade (AP) will not be computed in the grade point average, and quality points will not be recorded.

GRADE POINT AVERAGE (GPA)

The cumulative grade point average is determined by dividing the total number of quality points by the total number of credit hours of work attempted.

The major grade point average is calculated on the required courses for the student's current major, including only the highest grade earned on each course. (see Graduation Requirements)

DEAN'S LIST AND HONOR ROLL

All full-time technical, vocational, and college transfer students maintaining a quarterly grade point average between 3.50 and 4.00 will be recognized on the Dean's List. Those maintaining a quarterly grade point average between 3.00 and 3.49 will be recognized on the Honor Roll.

The Dean's List and Honor Roll are prepared by the Office of the Registrar and mailed to all local or area newspapers of the students qualifying for either. The newspaper is selected based upon the student's address of record.

A student with an "Incomplete" grade is not eligible for the Dean's List or Honor Roll in the quarter the "Incomplete" is received.

GRADING SYSTEM

The following grading system is used by Pitt Community College.

<u>Letter</u>	<u>Numerical Equivalent</u>	<u>Quality Points Per Quarter Hour</u>
A	93-100	4
B	85-92	3
C	77-84	2
D	70-76	1
F	Below 70-Failing	0
W	Unofficial Withdrawal	0
*OW	Official Withdrawal	0
*NA	Never Attended	0
*I	Incomplete	0
*AU	Audit	0
*T	Transfer Credit	0
*AP	PCC Advanced Placement	0
*S	Satisfactory	0
*U	Unsatisfactory	0

*Not included in computing grade point average.

INCOMPLETE

An "Incomplete" is given at the discretion of the instructor when a student demonstrates satisfactory progress in a course but needs more than one quarter to complete the requirements of the course. To qualify for a grade of "I," a student must be enrolled in a course the last ten days of the quarter. No grades or quality points are awarded because of incomplete work.

In order to remove an "I" without re-enrolling in the course, the student must complete the work during the first eight weeks of the next quarter immediately following receipt of the "I" (see College Calendar). An "I" that is not removed during the first eight weeks remains on the transcript but does not calculate in the student's grade point average. If the student fails to remove the "I" during the eight week grace period, the student must re-enroll in the course IF CREDIT FOR THE COURSE IS NEEDED.

A student receiving an "I" in a prerequisite course may not proceed to the sequential course without permission of the instructor or, if absent, the department chairman.

ACADEMIC PROGRESS

The policy governing academic progress at Pitt Community College is intended to assist the student in successfully completing a chosen program of study within a given period of time. A cumulative grade point average of 2.00 must be earned in the required courses in all curricular programs.

Academic Probation

A student is placed on academic probation when the cumulative grade point average falls below the academic probation level according to the standards of academic progress.

Unsatisfactory Academic Progress

A student who remains on academic probation for the second consecutive quarter is considered making unsatisfactory progress for that quarter.

If after two (2) consecutive quarters **Veteran** students have failed to maintain minimum GPA requirements according to the academic progress scale as stated in the institutional catalog, VA educational benefits will be terminated. Veteran students may continue to attend the institution but cannot receive VA educational benefits. When a veteran

student's GPA is brought back to scale, he/she may resume receipt of benefits.

Satisfactory Academic Progress

A student is considered making satisfactory academic progress until placed on academic probation for the second consecutive quarter; then the student is considered making unsatisfactory academic progress as of the beginning of that quarter. Federal regulations require that a student receiving federal financial aid of any kind be making satisfactory academic progress (see Financial Aid).

Good Academic Standing

A student who is not on academic probation or suspension is considered in good academic standing.

Standards of Academic Progress Scale

The following scales establish standards of academic progress to ensure that the student will attain a cumulative grade point average of 2.00 required for graduation. Academic probation is defined as any GPA less than the GPA shown in the column below.

Scale for Diploma and Certificate Programs

<u>Hours Toward Degree</u>	<u>GPA</u>
0-15	1.00
16-30	1.35
31-40	1.75
41-and above	2.00

Scale for Associate Degree Programs

<u>Hours Toward Degree</u>	<u>GPA</u>
0-15	1.00
16-30	1.25
31-45	1.50
46-60	1.75
61-75	1.90
76-and above	2.00

This policy does not apply to students classified as Non-degree (those students not working toward a degree or diploma).

Grades are mailed to students at the end of each quarter.

The cumulative hours earned on the grade report includes credit hours transferred from other colleges and previous coursework taken at Pitt Community College.

PRIVACY OF EDUCATIONAL RECORDS

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Pitt Community College supports the rights and privacies afforded each student by the Act and is in compliance with its provisions.

Within the College, only those individuals acting to facilitate the student's educational pursuits shall have access to a student's educational records. This includes instructors, advisors, department chairs, division directors, student services personnel, and other staff and faculty with an educational responsibility to the student. The College will not release educational records to individuals or agencies not associated with the College without the prior written consent of the student with the exception of those situations exempted by statute in the Act.

Each student has the right to inspect and review the educational records maintained by the College that are directly related to that student. Educational records include admission documents, registration documents, grades, and other supporting documents which are maintained in the student's permanent academic file in the Office of the Registrar. Educational records also include tests, assignments, and grade calculations maintained by faculty in departmental files. A student does not have the right to inspect documents containing educational information related to other students.

Requests to inspect and review educational records shall be made by the student in writing to the Office of the Registrar. The College will comply with such requests within a reasonable time period not to exceed forty-five days after the written request is made. Requests by students to challenge the contents of educational records must be made in writing to the Office of the Registrar.

Directory information (student's name, address, telephone, date of birth, major, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational institute attended) may, at the discretion of the College, be released without written consent of the student in accordance with the provisions of the Act. A student may prevent disclosure of directory information by notifying the Office of the Registrar in writing. Requests for non-disclosure must be filed annually.

Additional information concerning the Family Educational Rights and Privacy Act of 1974 may be obtained from the Office of the Registrar or the Learning Resources Center.

TRANSCRIPTS

Student transcripts are available under the provisions of The Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). Under this Act, written consent from the student is required before the student records can be released to anyone. Additional information may be obtained from the Office of the Registrar. Pitt Community College requires a written request 24 hours prior to release of a transcript.

The first two transcripts are free; subsequent transcripts are \$1.00 each.

All financial obligations to the College must be cleared before any transcript will be released.

TRANSFER TO OTHER INSTITUTIONS

Students planning to transfer to four-year colleges or universities are responsible for becoming acquainted with that institution's departmental requirements in the intended major and being guided by those requirements in selecting curricular courses and electives. The College maintains a file of catalogs of many other colleges and universities in the counselors' offices and in the Learning Resources Center. The counselors and the faculty advisors will assist students in selecting an appropriate institution and in interpreting its requirements.

Students planning to complete Pitt Community College graduation requirements at another college should refer to GRADUATION AFTER TERMINATION OF ATTENDANCE.

CHANGES IN REGULATIONS

Pitt Community College reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure as deemed necessary.

CHANGES IN MAJOR COURSE OF STUDY

Students desiring to change major courses of study must receive academic counseling. A request for change of curriculum is initiated

with an admissions counselor, signed by both previous and new advisors, and returned to the Office of the Registrar. No registration schedule should be completed by an advisor until this is done.

Students who plan to graduate should not request a change of curriculum until all required courses have been completed in their current curriculum (although they may take courses outside the current curriculum prior to its completion). This will enable the Office of the Registrar to evaluate all transcripts for credit under the correct catalog of record. Please refer to TRANSFER CREDIT and CATALOG OF RECORD.

Students who plan to pursue two curriculums simultaneously may do so by completing a request for double major with the Office of the Registrar.

STUDENT CLASSIFICATIONS

Freshman	A student who has earned fewer than 54 quarter hours of credit
Sophomore	A student who has earned 54 or more quarter hours of credit
Full-time Technical or College Transfer Student	A student who is registered for twelve or more quarter hours of credit
Part-time Student	A student who is registered for less than twelve quarter hours of credit
Non-degree Curriculum	A full-time or part-time student not seeking a degree or diploma
Full-time Vocational Student	A student who is registered for twelve or more credit hours and at least 22 contact hours

GRADUATION REQUIREMENTS

Upon recommendation of the faculty and the approval of the board of trustees, appropriate degrees, diplomas, or certificates will be awarded to students successfully completing the requirements of the curricula in which they were enrolled.

All students must:

1. Complete course requirements as prescribed in the catalog of record of the candidate for graduation (see Catalog of Record),
2. Earn a minimum of 2.0 grade point average ("C" average) in the required courses of the curriculum for which they are applying for graduation,
3. Clear all financial obligations to the College,
4. Complete at least 25% of credit hours required for the degree or diploma at the College, of which 12 quarter hours must be major course work with appropriate departmental prefix designation (see Transfer Credit), and
5. Apply for graduation with faculty advisor by the tenth calendar day of the quarter of anticipated graduation.

In some cases, circumstances may warrant the substitution of a course for a course required for graduation. Substitutions must be approved by the student's advisor, the division director, and the registrar.

Students should meet with their advisors and complete their graduation checklists during preregistration for the candidates' last quarter of attendance. The advisors will submit a list of potential candidates for graduation to the registrar and to the dean of students. After validation by the registrar, the dean of students will be notified of candidates' eligibility for graduation. Those students determined ineligible will be notified by their advisors.

Students are eligible to graduate with honors if their major GPA is 3.50 the quarter prior to graduation in the curriculum from which they are graduating.

Graduation exercises are held in May and August. Presence at graduation is required except when permission in absentia has been granted by the dean of students. Requests for such permission must be made in writing 30 days prior to graduation.

Students pay for their caps and gowns. The Student Government Association provides degrees, diplomas, and certificates.

GRADUATION AFTER TERMINATION OF ATTENDANCE

All students who wish to receive a degree from Pitt Community College after terminating their attendance with course requirements not met must, in addition to the requirements shown in GRADUATION

REQUIREMENTS, receive approval of the courses to be taken at the college they plan to attend. This approval must be in writing from the Office of the Registrar. A maximum of twelve (12) credit hours will be approved to be completed within twelve (12) months of termination of attendance.

CATALOG OF RECORD

Students in continuous attendance (summer quarter excepted) may graduate under the provisions of the catalog in effect on their date of entry into their current curriculum, or they have the option of choosing the requirements of a subsequent issue. Students not in continuous attendance must graduate under the provisions of the catalog in effect on their last entry date into the curriculum or subsequent issues. The catalog of record for a student who does a change of major is the catalog in effect at the time the change of major is effective.

REPETITION OF COURSE WORK

With the consent of their advisors, students may repeat courses in which a "D," "F," or "W" grade was earned on the first attempt.

Any course repeated will be recorded and calculated in the cumulative grade point average (GPA). Only the highest grade will be used in calculating the GPA and total quarter hours of credit toward graduation.

When a student receives an "F" in a course not offered during the remainder of the student's residence, an equivalent course may be substituted for purposes of meeting program requirements upon recommendation of the student's advisor, the division director, and the registrar.

Non-Degree Curriculum students will be required to obtain approval of the department chairman to repeat a course more than two times. The student may be asked to justify the need for further course repetition.

Veterans should be aware that they cannot receive DVA benefits for repeating courses previously passed.

THE FACULTY ADVISOR SYSTEM

The faculty advisor system is designed to make a contribution to the students' educational progress. Students who have declared

curricula are assigned a faculty advisor. Students may know their advisors not only as instructors, but also as one from whom they may receive assistance in program planning, scheduling, and registration. The objectives of the faculty advisors are as follows:

- * To have a conference with each new advisee as soon as possible to get acquainted.
- * To be alert to student problems in order to assist the student in both academic and personal matters. (Problems which the advisor feels unqualified to handle should be referred to the counselors' office.)
- * To assist the individual student in planning an academic schedule to meet course prerequisites and curriculum requirements. To assist the student in completing the graduation checklist.
- * To maintain an academic progress file on each advisee. (This file should include grade reports, a graduation checklist, and an information sheet.)
- * To post office hours, showing when available for consultation with students.
- * To serve, upon request of the student, as the student's representative in conferences where decisions affecting status are made.

FINANCIAL AID

The goal of Pitt Community College's financial aid office is to provide assistance to students having financial need. Need is the difference between the cost of education and the amount the student and family can afford to pay, as determined by a standard formula. Need is determined by evaluating the information provided on an aid application. Factors such as income, assets, and benefits are considered in determining the need for aid. All financial awards are determined by the institution's Financial Aid Committee. The financial aid office is open Monday through Friday from 8 a.m. to 5 p.m. and on Monday evenings from 5:00 p.m. to 8:00 p.m. for the convenience of evening students.

Financial aid is awarded on an annual basis; therefore, students must submit new financial aid applications each year. Financial aid will be awarded only for courses within a student's curriculum.

To receive financial aid, students must be enrolled in an eligible curriculum (degree or diploma) and students must also have a high school diploma or GED. Students must maintain satisfactory academic progress according to the standards of the College and not owe a refund on a grant or be in default on an educational loan.

The financial aid office will mail an award letter explaining the award amounts and dates of disbursement to each eligible aid recipient.

ACADEMIC REQUIREMENTS FOR SATISFACTORY PROGRESS TO MAINTAIN FINANCIAL ASSISTANCE

Federal regulations require minimum standards of satisfactory academic progress which students must meet in order to receive Title IV financial aid which includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Stafford Loan, North Carolina Student Incentive Grant, and funds from other federal or state administered programs.

A. Measurable Satisfactory Academic Progress

1. To maintain satisfactory academic progress, students must have earned a cumulative GPA according to the total number of quarter hours attempted as indicated below:

DIPLOMA/CERTIFICATE PROGRAMS		ASSOCIATE DEGREE PROGRAMS	
Hours Toward		Hours Toward	
<u>Degree</u>	<u>GPA</u>	<u>Degree</u>	<u>GPA</u>
0-15	1.00	0-15	1.00
16-30	1.35	16-30	1.25
31-40	1.75	31-45	1.50
41 and above	2.00	46-60	1.75
		61-75	1.90
		76 and above	2.00

2. Students must also meet the requirements of the Measurable Time Frame Chart. For purposes of determining enrollment status, students who at the end of the drop/add period, are enrolled for 12 or more credit hours are considered full-time students. Students enrolled for 9 to 11 credit hours are three-quarter time students, and students enrolled for 6 to 8 credit hours are one-half time students. Students who are enrolled for 5 or less credit hours may be eligible for Pell Grant; the

quarter hours are combined for use on the Measurable Time Frame Chart. The Chart includes all hours attempted, including those for which the student did not receive financial aid.

MEASURABLE TIME FRAME CHART

<u>Quarter at PCC</u>	<u>Full-Time Student</u>	<u>3/4 Time Student</u>	<u>1/2 Time Student</u>
1st	10 (Total)	8 (Total)	6 (Total)
2nd	10 (20)	8 (16)	6 (12)
3rd	10 (30)	8 (24)	6 (18)
4th	10 (40)	8 (32)	6 (24)
5th	10 (50)	8 (40)	6 (32)
6th	10 (60)	8 (48)	6 (38)

For any quarter after the 6th, contact the Financial Aid Office for the formula used to calculate the number of credit hours a student must pass based on enrollment status.

B. Financial Aid Probation-Unsatisfactory Academic Progress

1. Students who fail to meet the requirements in A.1 for any quarter are placed on FINANCIAL AID PROBATION and considered to be making UNSATISFACTORY ACADEMIC PROGRESS. Students in this category may continue to receive financial aid for one additional quarter. If the requirements are **NOT** met at the end of this quarter, his/her financial aid will be terminated until the requirements are met for reinstatement.

2. Failure to meet the requirements in A.2 (Measurable Time Frame Chart) will result in immediate termination of financial aid benefits.

3. Students who receive financial aid and withdraw from school for two consecutive quarters will not be allowed to continue receiving financial aid until they have attended one quarter with no financial assistance and made satisfactory academic progress for the quarter. Unusual verifiable circumstances may be appealed to the Financial Aid Committee.

C. Appeal Process

1. Students may appeal their suspension/termination of eligibility for financial aid only for "extraordinary circumstances" to the director of financial aid.

2. Appeals must be in writing, accompanied by appropriate documentation, and presented to the director of financial aid for action by the committee which is composed of the dean of students, the director of financial aid, and the financial aid officer.

D. Procedures for Reinstatement

1. Students who have had their financial aid eligibility terminated may be reinstated in one of the following ways:

- a. By approval of the Financial Aid Committee, or
- b. By enrolling in the College without the benefit of financial assistance until the requirements in A.1 and A.2 are met.

2. Retroactive payments of financial aid for quarters when students were on probation is prohibited.

E. Incompletes

Students who receive incompletes in courses and who re-enroll in those courses in a subsequent term may include those hours for purposes of determining enrollment status.

F. Non-Credit Courses

Non-credit courses and courses that are being audited may not be included in a student's enrollment status for financial aid purposes.

G. Maximum Number of Academic Years to Receive Degree

Students are expected to finish their degree or program within within 150% of their curriculums' normal time frame. Students who attend beyond the 150% time will not be eligible to receive financial aid. Special circumstances may be appealed to the Financial Aid Committee.

GRANTS

Federal Pell Grant

Federal Pell Grants are awarded to help undergraduates pay for their education after high school. For many students, these grants provide a foundation of financial aid to which aid from other federal and non-federal sources may be added. Students should contact the financial aid office for an application.

Federal Supplemental Educational Opportunity Grant (F-SEOG)

A Federal Supplemental Educational Opportunity Grant (F-SEOG) is for undergraduates with exceptional financial need (with priority given to Federal Pell Grant recipients). Schools receive a limited amount of funds for the F-SEOG program, therefore, when the funds have been awarded, there will be no additional funds for the academic year.

North Carolina Student Incentive Grant

Undergraduate students who are legal residents of North Carolina accepted for enrollment or enrolled full-time in good standing may apply for the North Carolina Student Incentive Grant to help pay for their educational expenses. Students must demonstrate "substantial financial need" as determined by the federal student aid application.

Students may apply for this grant by checking the appropriate blocks on the federal student aid application. The deadline for the grant is March 15 of each year.

LOANS

Federal Stafford Loans

(formerly Guaranteed Student Loans)

Federal Stafford Loans are low interest loans made by a lender to students attending school at least **half-time**. Loans are made by a lender such as a bank, credit union, or savings and loan association. College Foundation, Inc., located in Raleigh, North Carolina, acts as a lender for most Pitt Community College students.

The maximum amount that a student can borrow is:

- \$2,625 for a first-year dependent undergraduate student enrolled in a program of study that is a full academic year.
- \$3,500 for a second-year dependent undergraduate student, and the remainder of your program is a full academic year.
- \$6,625 for a first-year independent undergraduate student enrolled in a program of study that is a full academic year. (At least \$4,000 of this amount must be in an unsubsidized Federal Stafford Loan.)
- \$7,500 for a second-year independent undergraduate student, and the remainder of your program is a full academic year.

For new borrowers interest will be variable, but not higher than 8.25%. Variable rates are set each June.

The interest rate is shown on the promissory note for each loan.

There is an "origination fee" of 3%, which will be deducted proportionately from each loan disbursement. This fee is passed on to the federal government to help reduce the government's cost for these loans. The lender may also collect an insurance premium of up to 1% of the loan principle. This premium will also be deducted proportionately from each disbursement.

Repayment for Federal Stafford Loans begins six months after graduating, leaving school, or dropping below half-time status. Student must notify the lender in any of these cases.

Before receipt of a Federal Stafford Loan, student eligibility for a Federal Pell Grant must be determined. If eligible for the grant, the grant amount will affect the amount borrowed under the Federal Stafford Loan program.

Federal Plus Loans

Federal Plus Loans are for parents who want to borrow to help pay for their children's education. This loan provides additional funds for educational expenses. This loan has a variable interest rate, adjusted each year and will be shown on the promissory note. The maximum amount that can be borrowed is the amount of the cost of education minus other aid. The lender may charge an insurance premium of up to 3% of the loan principal. This premium must be deducted proportionately from each loan disbursement made to the student. Federal Plus Loan borrowers generally must begin repaying both principal and interest within 60 days after the last loan disbursement. There are no grace periods for Federal Plus Loans.

Before receiving a Federal Plus Loan, student eligibility for a Federal Stafford Loan and for a Federal Pell Grant must be determined. If eligible for aid from either or both of these programs, the amount of eligibility may affect the amount borrowed under the Federal Plus Loan program.

Pitt Community College also administers loans which are funded by local businesses and citizens. Students should contact the Financial Aid Office for more information about the following loan programs:

Burroughs Wellcome Loan Fund
Doris Hall Phelps Memorial Loan Fund
PCC Emergency Loan Fund
PCC Nursing Loan Fund

FEDERAL WORK-STUDY

The Federal Work-Study Program provides jobs for undergraduates who have a financial need as determined by an approved needs analysis program. Students are paid monthly and will receive federal minimum wage for hours of satisfactory work completed. Work schedules will be set up by the Financial Aid Office and the student's supervisor and will vary according to class schedules. Awards are made on a yearly basis and are subject to the availability of funds.

Students should complete the appropriate financial aid application to determine a need for the Federal Work Study Program. If a need is determined, they should then complete an institutional work study application. These applications may be obtained from the Financial Aid Office.

REFUND/STUDENT REPAYMENT POLICIES FOR TITLE IV PROGRAMS

When a student recipient of Title IV Financial Aid funds withdraws or is dismissed from Pitt Community College prior to the end of an academic period, the institution will determine whether and to what extent such student received overpayment from such funds. This determination will be based upon any discrepancy between the amount of allowable costs (educational cost including room, board, books, supplies, transportation and miscellaneous expenses) incurred by the student up to the date of withdrawal and the amount of Title IV funds received by said student prior to that date.

Overpayment funds reimbursed to the institution by the student shall be credited to the specific Title IV program from which they were originally allocated.

SCHOLARSHIPS

Scholarships are available to students based on different factors such as program of study, academic performance, need, and county of residence. Students should contact the Financial Aid Office for more information on the following scholarships:

- Baer Academic Scholarship
- Carolina Power and Light Company Scholarship
- Carolina Power and Light Company Scholarship for Electrical Installation or Air Conditioning, Heating and Refrigeration
- Carolina Telephone Scholarship Program
- Carolina Telephone College Transfer Scholarship
- Phillip L. Clark NOW Fund
- William E. Fulford, Jr. Memorial Scholarship

Greenville/Pitt County Homebuilders Association Scholarship
North Carolina Community College Scholarships
Pat Chenier Memorial Scholarship
PCC Foundation Scholarships for Academic Excellence
PCC Foundation Technical Scholarships
PCC Foundation Vocational Scholarships
PCC Institutional General Scholarships
Perkins Scholarship/Grant Trust Fund
Pitt County Electrical Contractors Association Scholarship
Procter and Gamble Electronics Scholarships
Service Roofing Scholarship
Beth Butler Smithwick Memorial Scholarship
Van Nortwick Scholarships
Van Nortwick Scholarships for Current Pitt Community College Students
Wachovia Technical Scholarship
Winterville High School Class of '43 Scholarship
Vernon E. White Scholarship
Danny Woods Scholarship

OTHER SOURCES OF ASSISTANCE

Job Training Partnership Act

This program is a source of financial aid which can be utilized to offset the cost of training for individuals deemed eligible. For further information, contact the JTPA Employment and Training Specialist in the Student Services Division.

Vocational Rehabilitation

Any person who has a substantial physical or mental condition which prevents employment may be eligible for services from the North Carolina Division of Vocational Rehabilitation Services. If eligibility is determined, financial assistance for educational costs may be provided as part of a total rehabilitation program. For further information contact any Vocational Rehabilitation unit office. The Greenville unit office is located at 111 Eastbrook Drive. The telephone number is 830-8560.

North Carolina National Guard Tuition Assistance Program

Active North Carolina National Guard members who have a minimum of two years remaining as a member of the Guard from the end of the academic period for which tuition assistance is requested may be eligible for

tuition assistance. Persons desiring information or applications for this assistance should contact their unit representative.

Local Sources of Financial Aid

Students are encouraged to keep in touch with their respective high school guidance counselors in order that they may be aware of various kinds of scholarships granted by hometown civic clubs, church groups, or other nonprofit associations or foundations.

Veteran Benefits

The Veteran Benefits Laws provide financial assistance to any veteran enrolled in an approved curriculum and eligible for benefits. To be eligible, the veteran student must be enrolled in an approved curriculum and taking (for pay) only those classes required for graduation in the chosen curriculum. Veteran students must maintain satisfactory attendance, conduct, and academic progress, according to the school standards for continuing eligibility for payment.

Department of Veteran Affairs (DVA) payments for veterans in a vocational, technical, or college transfer program are based on credit hours per quarter as indicated below:

12 or more credit hours	full-time
9-11 credit hours	three-quarter-time
6-8 credit hours	half-time
Below 6 credit hours	tuition and fees only

Records of progress (transcripts) are kept by this institution on veteran and non-veteran students. Progress records are furnished at the end of each scheduled school term.

The Pitt Community College Department of Veteran Affairs Office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and on Mondays from 5:00 p.m. to 8:00 p.m. for the convenience of evening students.

Dependents of Veterans

The Department of Veteran Affairs offers up to 45 months of educational benefits for qualified dependents of certain disabled or deceased veterans. An allowance of up to \$404.00 per month is made to students under the program.

For further information on DVA benefits, the student should contact the Department of Veteran Affairs, the N.C. Department of Veteran Affairs, or the DVA Regional Office in Winston-Salem.

STUDENT SERVICES

COUNSELING

A variety of counseling and guidance services are available at no charge to every curriculum student from pre-admission through graduation.

The counselors are located in Room 2 of Vernon E. White building. Students are requested to schedule an appointment for counseling session but they may be seen on a walk-in basis. The counseling office is open Monday through Thursday from 8:00 a.m. to 8:00 p.m. and on Friday from 8:00 a.m. to 5:00 p.m.

Admission Counseling: The counselors discuss the requirements for enrollment and the procedures for general and health science admissions. Counselors interpret placement test results, make course recommendations, and assist students in making realistic decisions as they prepare to enter in Pitt Community College.

Academic Advising: Counselors serve as advisors to students until they choose a program of study. Students receive assistance in course registration and program planning.

Educational Advising: Students who are undecided about their course of study are encouraged to use the CHOICES (Computerized Heuristic Occupational & Career Exploration) guidance system. Also, students wanting to transfer are encouraged to use CHOICES to get general information, admission requirements, and other pertinent data on postsecondary institutions.

Personal and Social Counseling: A student may have personal or social concerns in adapting to the College environment. The counseling staff provides a confidential atmosphere in which the student may discuss these problems. Counselors make appropriate referrals to agencies when a student has a long-term counseling need.

The Counseling Office remains in touch with students throughout their college years to facilitate the fulfillment of their plans and to make their educational endeavors meaningful and productive.

STUDENT SUPPORT SERVICES

The Student Support Services program, also known as "TRIO," is designed to bridge the gap between high school and college in order to give eligible students more meaningful experiences while gaining a college education. The program also assists non-traditional students at Pitt Community College.

The Student Support Services program is a comprehensive academic program. The services offered include free tutorial services, personal and academic counseling including self-esteem building exercises, study skills help, assistance to students with disabilities, and college transfer assistance. The hours of operation are 8:00 a.m. - 5:00 p.m. Monday - Friday. Student Support Services promotes helping students to fulfill their dreams to do well in college and in life.

CAREER PLANNING AND PLACEMENT CENTER

The Career Planning and Placement Center assists students and graduates in career decision-making, planning for marketability, and job search. There is no charge for any of the services. The center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and on Monday evenings from 5:00 p.m. to 8:00 p.m. for the convenience of evening students.

The staff offers assistance to individuals and groups in the development of career goals by examining interests, aptitudes, values, and exploring career interests. Individuals may also use SIGI PLUS, a computerized career guidance program. Available educational and career resources include information on careers such as educational requirements, personal qualities, job prospects, locations, details on the nature of the work, salary ranges, and opportunities for advancement as well as 4-year college catalogs, employer information and applications, and job opportunity listings.

Placement services are provided for Pitt Community College students and alumni who register with the center. Up-to-date information on job openings from private, governmental, and educational institutions is available. The staff offers help in resume preparation, completing job applications, interview skills, and creative job search strategy.

The Career Planning and Placement Center is the liaison between Pitt Community College students and potential employers. All students and alumni are encouraged to register with the center.

HUMAN RESOURCES DEVELOPMENT

Human Resources Development (HRD) is a program which prepares the student for obtaining and maintaining gainful employment. In a classroom setting, the student may upgrade their level of education, prepare for the High School Equivalency Examination, develop helpful self-knowledge, and become introduced to the world of work. HRD offers a non-traditional entrance into the community college system without the fear of failure.

After a student successfully leaves the HRD program, employment counseling and follow-up services are available at no extra charge. These activities are aimed to enhance the student's employment opportunities.

DISABILITY/RETENTION SERVICES

The Office of Disability/Retention Services is designed to provide academic, personal and technical support services to students with disabilities who qualify for postsecondary education, but whose deficits are such that they are unlikely to succeed in college without those services. Referral are made as needed to other campus-based programs and community agencies. Complete confidentiality is assured to students. The Disability/Retention Services Office is open Monday through Friday from 8:00 a.m. until 5:00 p.m. and is located on the south side of the Vernon White building in Trailer 18.

ATHLETICS PROGRAM

The intercollegiate athletics program seeks to support the Pitt Community College mission by providing opportunities for students to participate in organized competitive sports activities. The purpose of the athletics program is to promote and encourage athletics in such a way that results will be consistent and supportive with the total educational purpose of Pitt Community College to include academic success, physical and emotional well-being, and social development.

It is the philosophy of the athletics program at Pitt Community College that students can best be served in an environment that recognizes the contributions and importance of its faculty and staff. Thus, through the Student Services Advisory Committee, Faculty Senate, Student Government Association, and other campus organizations, the athletics program receives faculty, staff, and student feedback and evaluation to determine the effectiveness of the athletics program.

The athletics program is designed to meet the unique needs of a diverse group of student-athletes who come from both traditional and non-traditional backgrounds. Pitt Community College offers only intercollegiate athletics, due to the lack of interest in intramural sports. Pitt Community College accepts its responsibility to provide a fair and equitable process for selecting those who participate in athletic competition.

Pitt Community College believes that athletic participation is a privilege and seeks to provide an environment that is free from drug and substance abuse for the purpose of enhancing athletic performance by any athlete engaged in competition.

Athletic Conduct Policy

- * Athletes must conduct themselves at all times in such a manner that will not cause embarrassment to Pitt Community College.
- * Athletes must not use profanity.
- * Athletes must not use drugs or alcohol.
- * Athletes must abide by rules and regulations set forth by coach(es) of each sport and are subject to the rules governing NJCAA and ECCAC.
- * Athletes must communicate with faculty regarding scheduled sports events which will involve being absent from class(es) and must be responsible for making up classwork in a timely manner.
- * Athletes must maintain a grade point average which meets NJCAA and ECCAC guidelines in order to participate in athletic competition.
- * Athletes are subject to the same academic requirements as all other students for admission, academic standing, and graduation requirements. No academic exceptions are made for student athletes at Pitt Community College.

HEALTH SERVICES

Pitt Community College maintains no health facilities. The responsibility for medical services rests with students and their spouses, parents, or guardians. Emergency facilities are available at Pitt County Memorial Hospital. Entering students are required to answer the health questionnaire on the Application for Admission form. Student accident insurance is required.

Pitt Community College has a Emergency Procedures Manual and copies are available in each department of the College.

MENTAL HEALTH SERVICES

PCC and the Pitt County Mental Health Center have developed a Student Assistance Program. This program is available to full-time students who might benefit from the Services of Pitt County Mental Health Center. Students who are referred to the Center by PCC receive three free visits. Students are responsible for payment after the first three visits with the fees based on a sliding scale. Contact the Office of the Dean of Students for more information on this program.

FOOD SERVICE

The College has a hot food service operated in the student lounge. Hot sandwiches, other short-order items, and fountain drinks are available. Hours of operation are 6:30 a.m. to 3:00 p.m. Monday-Friday.

Vending machines for soft drinks, cigarettes, and snacks are located in each building.

PRESCHOOL LABORATORY

As part of its Early Childhood Education program, Pitt Community College has a preschool laboratory on its campus which operates Monday - Friday from 7:00 a.m. to 5:30 p.m. The PCC Preschool Laboratory is AA licensed by the North Carolina Department of Human Resources, Division of Child Development to serve children ages three to five years old.

To enroll a child in the PCC Preschool Laboratory, a parent or guardian should call or visit the Center. A waiting list is maintained by the director and openings are filled on a first-come, first-served basis, with preference given to PCC students, faculty and staff.

HOUSING

The College does not provide housing facilities for students either on or off campus.

IDENTIFICATION CARDS

All day students must have a valid Pitt Community College ID card while on campus. ID cards will be made on the first day of registration, day of late registration, and first Tuesday of each month (contact Disability /Retention Services office for schedule of dates). Students will be asked to present one form of identification.

STUDENT ORGANIZATIONS

American Association of Medical Assistants (AAMA)

Students enrolled in the Medical Assisting Technology program may join the local (Pitt County Chapter), state, and national AAMA. AAMA meets monthly and provides opportunities for professional growth, fun, and fellowship.

American Institute of Architecture Students (AIAS)

The American Institute of Architecture Students is made up of approximately 10,000 members, most of whom participate in the 170 chapters around the United States and Canada. Each chapter focuses on the needs of architectural students and plans activities to stimulate interest in the field of architecture. Membership in AIAS is open to anyone interested in the organization and its purposes.

Data Processing Management Association (DPMA)

The student chapter of the DPMA is open to all business computer programming majors at PCC. It is intended to complement classroom studies by providing opportunities for professional development and career planning through field trips, speakers, programs and interaction with information processing professionals. The student chapter is sponsored by the local (Coastal Plains) chapter which meets monthly in Greenville. Student members are invited to these meetings and may also attend the yearly regional DPMA Conference which hosts a student programming contest. Students are encouraged to join the DPMA early in their career at PCC.

Delta Epsilon Chi

Delta Epsilon Chi is the student organization for the Marketing and Retailing program. It is the college division of DECA--Distributive Education Clubs of America. Students enrolled in the Marketing and Retailing curriculum may join. No grade point requirement must be met to join.

Gamma Beta Phi

Gamma Beta Phi is an honor society chartered in 1975. Members are chosen based upon GPA from the top 20% of the current full-time students. Gamma Beta Phi comes under the supervision of the SGA.

Phi Beta Lambda

Phi Beta Lambda is a post-secondary business organization for students with an interest in the business world. It is a nonprofit, educational association made up of students pursuing careers in business or business education. The Pitt Community College Chapter (Xi Beta Eta) is chartered by the national and North Carolina organizations.

Pitt Community College Association of Nursing Students (PCANS)

The Pitt Community College Association of Nursing Students (PCANS) contributes to nursing education and influencing the educational process; provides programs representative of fundamental and current professional interest and concerns; and aids in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people of all walks of life.

Students currently enrolled in or accepted into, but not yet enrolled in PCC's Associate Degree Nursing program may join as active members. Pre-nursing students enrolled in classes leading to an associate degree, diploma, or baccalaureate degree in nursing may join as associate members.

Pitt Community College Chapter of the Mental Health Association of Pitt County

The Mental Health Association in Pitt County is part of the nation's oldest and largest voluntary citizens organization which is concerned with all aspects of mental health and mental illness. They are persistent in their efforts to better inform the public about mental and emotional illnesses and to seek solutions for those who suffer from them. By paying a \$5 membership dues, students may join in the fight against mental illness.

Pitt Community College Paralegal Association

Pitt Community College Paralegal Association (PCCPA) is a student organization affiliated with the North Carolina Paralegal Association, Inc. Students enrolled at least half-time in the Paralegal program may join. No grade point requirements must be met to join.

Pitt Community College Student Ambassadors

Eight to ten students are selected each year to serve as student ambassadors for the college. The ambassadors serve as hosts and tour guides for special events. They also make public speaking presentations and assist with student recruiting. Students receive collegiate apparel and tuition in exchange for their services. Applications are available in the Office of the Dean of Students.

Southern Organization of Human Service Education (SOHSE)

SOHSE provides a medium for cooperation and communication among Southern Area Human Services/Mental Health professionals, faculty and students; fosters excellence in teaching, research, curriculum planning and clinical skills; promotes improved human services to all individuals through greater utilization of workers at all levels; and serves members in their career development and career placement. Students in a Human Services/Mental Health educational or training program for competence in the Human Services/Mental Health profession are eligible to join.

Student Government Association (SGA)

The Student Government Association (SGA) serves as the student voice on campus. Each curriculum elects one representative and one alternate to the Association. Officers are elected from this body annually and the president serves on the Pitt Community College Board of Trustees as an ex-officio member. Activities supported by the SGA include Pitt Community College athletic events, field days, cookouts, a student newsletter, and community projects.

Student Occupational Therapy Association

Pitt Community College Student Occupational Therapy Association promotes academic excellence and offers a means by which its members can learn more about the profession of Occupational Therapy. Students enrolled in the Occupational Therapy Assistant curriculum may join by completing an application for membership and paying dues.

PUBLICATIONS

Pitt Community College publishes the following:

- * College Catalog
- * Student Handbook
- * Program Brochures
- * New Student Information Guide
- * PCC Weekly Bulletin
- * The Bulldog

Information concerning Pitt Community College's publications policies is contained in Pitt Community College's **Publications Guidelines**.

GUIDED TOURS

Guided tours are available for interested groups and individuals by appointment. Contact the Office of Student Services to schedule tours.

CLASS RINGS

All orders for class rings will be made with the dean of students. Notices will be posted relevant to dates for measurements.

TRAFFIC REGULATIONS

All automobiles operated on the campus by day students and college personnel must be registered with the Office of Public Safety. Parking permits are purchased for each registered vehicle and must be displayed on the left side of the rear bumper. The operators of automobiles on the campus are subject to specific parking and traffic regulations. The College reserves the right to withdraw the privileges of operating an automobile on the campus for failure to abide by the regulations.

INCLEMENT WEATHER

The college president will make the decision as to whether or not classes will be held during periods of inclement weather. Announcements will be made on local radio and television stations.

FIRE DRILLS

Fire drills will be held periodically. The fire alarm consists of a pulsating, repeated sounding of an alarm. Personnel will exit at the outside door closest to where they are at the time the alarm is sounded and proceed in an orderly manner to a safe distance from the building. The all clear signal is a long sounding of the bell system.

Emergency exits are posted in all classrooms.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the curriculum from which they intend to graduate, for maintaining the grade average required and at all times knowing their academic standing, and for

meeting all other degree requirements. Their advisors will counsel them, but the final responsibility remains that of the student.

Students are required to have knowledge of and observe all regulations pertaining to campus life and student behavior. They are responsible for maintaining communications with Pitt Community College by keeping on file with the Office of the Registrar at all times their current address and telephone number.

STUDENT INVOLVEMENT IN COLLEGE DECISION MAKING

The dean of students or assistant dean of students will meet at least on a quarterly basis during Fall, Winter, and Spring Quarters with a representative group of students to discuss issues which will directly affect students. Appropriate topics may result from campus meetings such as advisory committees, SGA, Board of Trustees, managers, and division or departmental meetings. The dean of students may convene a larger group of students as needed for planning or problem-solving purposes.

Student representation and participation are encouraged for departmental advisory committees, staff meetings, and other related forums.

At least annually, the president and executive vice president will meet with a representative group of student leaders to express concerns and exchange ideas.

DISCIPLINARY ACTION

Student Conduct

It is expected that at all times students will conduct themselves as responsible adults. Destruction of school property, cheating, stealing, gambling, use of profane language, engaging in personal combat, possession of dangerous weapons, or the possession and/or use of alcoholic beverages and/or the possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G.S. 90-94 in or on any part of the Pitt Community College campus will not be tolerated. Finally, the College is considered a noise-free zone, including its hallways, walkways, driveways, and parking areas. Excessive noise of any type which detracts from an atmosphere of learning and study (unless a part of an approved College activity) is prohibited. Any violation of these regulations may result in expulsion from the College. In addition, for any infraction which is a violation of North Carolina law, the student may be turned over to the local authorities.

Dismissal

A student may be dismissed from a class or from the College for conduct or personal habits which are not in the best interests of the student or of the College.

Information on dismissal and reinstatement procedures may be obtained from the Office of the Dean of Students.

Due Process

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. The appeal is heard by the Hearing Committee (Judicial Review Board), which is composed of two representatives of the Student Government Association and two faculty members appointed by the Executive Vice President of the College. The decision of the committee is final, subject only to the student's right to appeal to the President of the College or ultimately to the Board of Trustees. The provisions of due process will be applicable to all actions involving suspensions, extensions, probation, and dismissal. Additional information may be obtained from the dean of students.

STUDENT CONCERNS

Student concerns regarding Title IV HEA programs and other program guidelines can be directed to the dean of students or the executive secretary of the North Carolina Eligibility Review Committee, Suite 109, 130 Penmarc Drive, Raleigh, NC 27603-2434.

SUBSTANCE ABUSE AND COMMUNICABLE DISEASE POLICY

Pitt Community College recognizes its responsibility to provide

- * a wholesome environment of health education awareness for students, faculty, and staff,
- * a climate which discourages alcohol and substance abuse and the spread of communicable diseases, and
- * the implementation of those measures which foster good school/community relations in the pursuit of maximized learning experiences for all its students.

Pitt Community College will conduct educational programs as needed to inform students, staff, and faculty about substance abuse and communicable diseases, including warning signs and preventive measures. The educational program may include, but not limited to,

written publications, audio and video presentations, guest speakers, seminars, workshops, health fairs, and other similar publications and activities. The College will also appoint a task force, composed of representatives from all segments of the institution, to advise and assist in implementing policies, programs, and procedures in support of these endeavors.

Substance abuse assistance will focus on actions such as:

- * providing existing human resources for early intervention for individuals with a chemical problem,
- * offering educational drug abuse prevention programs,
- * referring persons needing assistance to existing community agencies, while preserving the dignity of the individual and the confidentiality of their student record, and
- * referring students exhibiting erratic and/or disruptive behavior to the dean of students where students will be subject to disciplinary action.

The possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G. S. 89-90 through G.S. 90-94 in or on any part of the Pitt Community College campus will not be tolerated. For any infraction which is a violation of Federal or N.C. Law student will be turned over to local authorities.

Policies regarding communicable diseases are as follows:

- * Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically- based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the College community.
- * Any student, college employee (either full-time or part-time) and any employee of contractors or contracted services who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact on a confidential basis, to the appropriate dean.
- * Persons who know or have reasonable basis for believing that they are infected with a communicable disease are expected to seek expert advice about their health

circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.

- * The College will widely publicize and carefully observe the safety guidelines established by the U.S. Public Health Service and the Center for Disease Control for the handling of blood and other body fluids and secretions in all areas of the College where such fluids or secretions may be encountered.

CONTROLLED SMOKING POLICY

Pitt Community College has a "Friendly" Controlled Smoking Policy which allows smoking on campus in designated areas only. Smoking areas in each building are easily identified with "Smoking Area" signs.

CANVASSING, PEDDLING, AND SOLICITING POLICY

Canvassing, peddling, and soliciting are not allowed on the PCC campus. Door to door sales, distribution of handbills, and placement of materials on automobiles are not allowed on the PCC campus.

Student organizations must request permission from the dean of students to hold special sale campaigns, solicitation activities, or to post materials on the campus. Non-student organizations or individuals must request permission from the vice president of administrative services to conduct similar activities.

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) at Pitt Community College provides library, audiovisual, media production, distance learning, and other teaching/learning resources and services to support and enrich the educational programs of the College. These resources and services are available to students, faculty, and staff of Pitt Community College and to the adult citizens of Pitt County.

LRC resources and services include a wide variety of print and nonprint materials, technical equipment, support facilities, and specialized services. The print materials collection includes books, magazines and journals, newspapers, pamphlets, government publications, and other printed materials. Audiovisual materials in the LRC collection include films, filmstrips, laser discs, filmloops, transparencies, slides, audio and video tapes, records, and computer software. Microfilm copies of back issues of selected magazines, journals, and newspapers and certain historical records of the Pitt County area are also available for use in the LRC. Equipment needed for the utilization of LRC materials and for the production and/or duplication of certain instructional materials is provided by the LRC.

A staff of professional librarians and media specialists, technicians, specialized technical assistants, and library/LRC assistants provide instruction and assistance in the use of LRC materials, equipment, and services at all hours the LRC is open.

The LRC is open Monday through Thursday from 7:45 a.m. to 9:30 p.m., on Friday from 7:45 a.m. to 5:00 p.m., and on Saturday from 8:00 a.m. to 1:00 p.m. (closed Sundays and holidays). Located in the Clifton W. Everett Building, the LRC is arranged and furnished to provide a pleasant atmosphere conducive to study and to leisure-time use of the variety of resources and services available.

COOPERATIVE EDUCATION (CO-OP)

The cooperative education program is designed to give students the opportunity to integrate their classroom study with practical experience in their major fields by working and attending school.

Eligibility

All students enrolled in programs offering CO-OP for academic credit who have completed one quarter or who are already employed in work-related jobs are eligible to enter the cooperative education program if they meet the following requirements:

1. Students must have a 2.0 GPA and/or approval of the department chairperson and director of cooperative education, and
2. Students must plan to graduate from Pitt Community College.

Application Procedure

Students interested in the cooperative education program should follow the procedure outlined below:

1. The student will obtain an application form from the Cooperative Education Office and make an appointment with the CO-OP Office to review the completed application.
2. The director or the coordinator will conduct an interview with the student with regard to career goals and possible CO-OP assignments.
3. If the student is accepted, the director of cooperative education and the department chairperson or advisor will be prime resources in locating and/or approving an appropriate CO-OP assignment.
4. The employer interviews and/or selects the student from a group of applicants.

Academic Credit

1. One (1) credit hour will be given for the satisfactory completion of each quarter's cooperative training assignment of ten hours per week. Grades given by the faculty advisor will be based on reports and evaluations submitted by the student and the employer. Reports of credit will be made to the Office of the Registrar by the director of cooperation education.
2. A student may receive a maximum of two credit hours during any one quarter. Each curriculum program specifies the maximum number of credit hours allowed toward degree or diploma requirements.
3. Credits earned with the approval of the department chairperson substitute for required or elective courses within the curriculum guidelines.
4. Students enrolled in a college transfer program can earn up to six (6) credit hours of add-on credit.

Students interested in cooperative education should visit the CO-OP Office or contact their faculty advisors. The CO-OP Office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and Monday evenings until 7:00 p.m. for the convenience of evening students.

CONTINUING EDUCATION

The Continuing Education Division at Pitt Community College serves adults from the community, business, and industry. Various programs are offered for individuals to meet particular needs and interests. Opportunities exist to upgrade occupational skills, to acquire new skills, to complete high

school, and to pursue activities for personal enrichment. Classes are held on-campus and at various off-campus facilities such as public schools, community buildings, churches, civic centers, industrial plants, and fire stations. Courses are open to all adults 18 years of age or older. In some specific cases, specific requirements must be met. High school students 16 - 18 years of age may be permitted to enroll with approval from the appropriate public school official. A Continuing Education course is a short course that is complete within itself and is designed to meet specific needs.

MISSION

The Division of Continuing Education at Pitt Community College seeks to provide relevant and high quality instruction by continually responding to the needs and interests of business, industry, and the community at large. In that pursuit, the Division is dedicated to serving all adults in their quest for improvement of employment skills, discovery of new and emerging technology, pursuit of basic skills, and commitment to lifelong learning.

The mission will be accomplished by a unified committed effort by all employees:

- * to become the leading providers of workplace skills training;
- * to use the best technology available to prepare the workforce for employment;
- * to partner with other organizations to encourage economic development;
- * to help adults access further educational pursuits by responding to their lifelong learning needs;
- * to respond to the need to improve basic skills thereby helping eradicate poverty and illiteracy;
- * to react timely and positively to internal and external customers.

SCHEDULE OF COURSES

A schedule of Continuing Education classes is published quarterly and distributed throughout Greenville and surrounding areas. Classes are organized upon demonstration of sufficient interest and availability of the required facilities and instructors. Newspaper, radio, and television are utilized to announce course offerings. Classes may be scheduled for mornings, afternoons, evenings, or weekends according to the needs of the participants. The College reserves the right to change, add, or withdraw courses or program offerings from the schedule at any time. The Division encourages interested citizens to contact them concerning areas of interest.

COURSE CREDIT

Generally courses offered in the Continuing Education Division are non-credit. Credit will be given in the Adult High School Diploma Program. CEU's (Continuing Education Units) are awarded for certain training programs, courses, and seminars. Ten contact hours of class earn one CEU. Written acknowledgement of course completion or participation may be provided to individuals upon written request. Certificates may be awarded upon completion of a single course and/or a cluster of courses.

REGISTRATION AND ATTENDANCE

Registration for classes is normally completed at the first class meeting on a first-come basis selected courses may require pre-registrations indicated in course publicity. Interested students are encouraged to seek information about a particular course via telephone. A minimum number of participants may be required before a class can be offered or continued. Pitt Community College has the right to place students in appropriate levels of training as deemed necessary by the College.

FEES

The basic registration charge for a Continuing Education Division course is the occupational extension fee established by the North Carolina General Assembly. Deviation from the basic fee may be mandated by state statute for individuals and/or groups; by the source of funding and self-supported courses.

Specific fees may be charged for items required in a course in addition to normal supplies and materials provided by the college.

Insurance cost is a specific fee required of Continuing Education students in identified courses teaching shop, physical exercises, and clinical experiences. The exception to the requirement would be students identified by their employers with insurance or workman's compensation. Insurance participation is optional for other students. The structure is set annually by the insurance provider.

Continuing Education students wishing to participate in student activities may do so by paying an activity fee based upon the number of hours enrolled in a given quarter. Continuing Education students who meet on-campus for a large number of hours are encouraged to participate in all activities provided curriculum students by paying the fee.

Continuing Education students who take an occupational extension course more than twice within a five-year period shall pay a pro-rata share of

the actual cost of the course. The fee will be the base registration fee or greater. The exception to the repetition fee is when the course is required for certification, licensure, or recertification.

REFUND POLICY

The Office of Continuing Education may refund the registration fee only for courses identified as "Occupational Extension". The registration fee may be refunded under the following circumstances:

- * A student who officially withdraws in person in the Office of Continuing Education prior to the first class meeting or if the class fails to "make" due to insufficient enrollment is eligible for a 100% refund.
- * A student who officially withdraws in person at the Office of Continuing Education or with class instructor prior to or on the official 20% point of the class is eligible for a 75% refund.
- * Requests for refunds will not be considered after the 20% point.

To determine eligibility for refund, the student may contact the Office of Continuing Education. The refund policy is set by the North Carolina State Board of Community Colleges and is subject to change without notice.

COURSE DESCRIPTIONS

Course descriptions are available upon request by calling or visiting the Continuing Education Division. Individuals who desire counseling or other special assistance may contact either the instructor or the Continuing Education Division.

BOOKS AND SUPPLIES

Many Continuing Education courses require textbooks and special supplies. When a text is required, students will be notified through course publicity and/or at the first class meeting. Students are generally responsible for purchasing their text and class supplies.

OCCUPATIONAL PROGRAMS (WORKFORCE TRAINING)

One of the major goals of Pitt Community College is to provide opportunities for the citizens to prepare for new occupations or to upgrade their knowledge and skills in their current employment. These opportunities

are provided through single courses or a series of courses specifically designed for an occupation.

These courses are designed for the specific purposes of training an individual for employment, upgrading the skills of persons presently employed, and re-training others for new employment in occupational fields. They are offered to people in all technical or vocational occupations and vary in length according to the complexity of the skill and the need of the employee or employer. Most occupational courses are developed and taught on request from a group or an employer. Courses are usually offered at a time and place convenient to the employee and/or employer.

General Occupational Courses

The following are examples of general occupational courses:

- | | |
|-----------------------------|--------------------------------|
| Blue Print Reading | Estimating for Building Trades |
| Commercial Driver's License | First Aid |
| Computer Software Training | Industrial Safety |
| CPR | Nursing Assistant |
| Effective Teacher Training | |

Specialty Occupational Programs

Criminal Justice/Law Enforcement Training

Several short courses and seminars are conducted to upgrade and train law enforcement and correctional officers. Some courses are as follows: Introduction to Police Science, Courts and Law, Laws of Arrest, Search and Seizure, General Criminal Investigation, and Jailer Certification Training. The College also offers two-year associate degrees in criminal justice and a certificate in the Basic Law Enforcement Training Program (BLET).

Emergency Services Training

The Emergency Services Program is designed to provide various levels of Emergency Medical Services training. The courses are designed to prepare students for various levels of state certification that may be required to be an emergency care provider.

Fire Rescue Training

Fire Rescue Training Program is designed to provide fire and rescue personnel the opportunity to gain technical information and skill in modern fire fighting through a variety of learning experiences. Usually these courses are conducted in the local fire departments for the volunteer firemen, who train as an organized group utilizing equipment and methods they would ordinarily use in preventing and suppressing fire.

Some of the subject areas for volunteer firemen are as follows: arson detection, compressed gas emergencies, fire apparatus practices, hazardous materials, introduction to fire fighting, ladder practices, hose practices, protective breathing equipment, and fire fighting procedures. Courses such as Home Safety, Fire Prevention, and Industrial Fire Brigade Training are available to the public and industry as well as fire service personnel.

Food Service/Hospitality Training

This program is provided to train food service personnel in the basics of the food service industry. An example is Food Service Technician I. This program utilizes the training materials and certification of the Educational Foundation of the National Restaurant Association which covers "front of the house: and "back of the house" operations. Special emphasis is placed on sanitation, safety, security, customer service, equipment, procedures, beverage control, communications, teaming, etc. Other areas of hospitality training such as manager, front desk, supervision, computer, etc., can be provided as needed.

Licensure/Certification

The Licensure/Certification Program is designed to provide training that a significant number of occupations in North Carolina require as a prerequisite to employment or as a continuing requirement to maintain currency in an occupational area.

The Continuing Education Division offers specific training prescribed by the licensure or certification agency. The cooperating agency or professional group issues the initial certification or recurring documentation. Certification courses include Tanning Bed, Notary Public Education, Real Estate - Basic and Elective and CFC (Chlorofluoro carbon), Recovery/Recycling.

Management Development Training

Management Development Training courses are designed for potential and active supervisors who want to prepare for more effective leadership and advancement. Courses are offered both on and off campus. The courses are flexible in terms of content and meeting times. Every effort is made to fit course content to particular individual, industrial, or business needs.

Professional In-Service Programs

Teacher Certificate Renewal: Local superintendents responsible for providing in-service training for teachers coordinate with the Continuing Education Division to develop special courses designed to meet the needs of the local school unit. The Division assists in the development and

presentation of approved courses by providing the needed personnel, facilities, and services in coordination with the local school unit.

Other Professional In-Service: Various institutions and agencies require employee upgrading through the offering of in-service classes. The Division of Continuing Education coordinates with each agency to develop the in-service program most appropriate to its needs.

Quality Training

Continuing Education is dedicated to providing quality training to support the customer oriented/continuous improvement/employee empowerment concepts practiced in industries and businesses throughout the area. Instructors are available to deliver a complete quality training program or individual courses. The range includes introductory courses as well as specific detailed practical approaches to communication, decision-making, teaming, and data collection skills. The division is licensed to offer several nationally recognized quality programs including Zenger-Miller, Total Quality Transformation, and ISO-9000 Training. An organization interested in beginning a quality program or improving their current practice should consult with a Continuing Education Director to plan an appropriate program.

Safety Training (OSHA)

The Division works closely with the North Carolina Department of Labor to provide required OSHA compliance and safety training. The training may be tailored to a specific organizational need and offered at the requestor's site. Smaller organizations may choose to send employees to Safety Institutes held periodically on the main campus.

BUSINESS AND INDUSTRY SERVICES

The primary purpose of the Business and Industry Services group is to administer several special-funded programs which directly address the training needs of business and industry.

Apprenticeship
Focused Industrial Training
New and Expanding Industry
Small Business Center

All of these programs and services are directly related to new and sustained economic growth. Contact with state, regional, and local agencies associated with economic development is an important responsibility of the Continuing Education Division.

Classes may be arranged to meet specific needs such as training people for new industries locating in the area, training new people for certain industry expansion programs, and training existing skilled or semi-skilled workers in new product manufacture or for new technology. These classes may be held at the industrial site, on-campus, or at some other convenient location. Courses are designed specifically for and may be scheduled at times convenient for the interested groups or industries.

Apprenticeship

The Apprenticeship Program is recognized as one of the leading methods of acquiring skills and knowledge necessary to become a craftsperson. Labor, business, industry, and PCC work together to provide programs consisting of on-the-job experience and related instruction. The Continuing Education Division provides the related instruction and industry provides the on-the-job experience. The apprentice may attend evening or daytime classes or study through individualized instruction programs. Anyone interested in an apprenticeship program should consult his or her employer or the Continuing Education Division.

Focused Industrial Training

The FIT Program is designed to respond to the training needs of employers and employees in existing industries. Often training programs are developed in response to new technologies or demands in the workplace and may cover such topics as industrial mechanics, industrial electronics, and technology and industrial supervision. This training is of particular importance to industries that need specific training for a small group of employees. The FIT Director should be contacted to provide customer service.

New and Expanding Industries Program

The Continuing Education Division works closely with the Business and Industry Services section within the N.C. Department of Community Colleges to provide training services to prospective employees of a new or expanding industry.

The FIT Director works closely with the employer to design a customized training program. The nature of the job to be trained for and the level of skill needed by the potential workers determine the content and duration of the training program. Eligibility for this specially funded program is obtained when a company creates 12 or more new jobs.

Small Business Center

The Small Business Center at Pitt Community College is designed to respond to the training needs of the area's small business owners, managers,

personnel, and others in business as well as those who plan to start a small business. Training sessions are offered in the form of workshops, seminars, and short-term courses. Topics such as management, marketing, advertising, accounting, salesmanship, and computer skills are covered in the training sessions.

The following are examples of Small Business Center courses:

Small Business Basics	Customer Relations
Small Business Planning	Marketing
Small Business Bookkeeping	Financial Planning
Small Business Supervision	Computers

The Small Business Center serves as a resource center to provide publications and video viewing to help with small business problems. Management aids provided by the Small Business Administration (SBA) are available as well as the SBA Starting-Out series for people planning a new business. The Small Business Center provides consulting by appointment. Service details may be provided to potential customers who contact the Director of the Small Business Center.

COMMUNITY SERVICES/GENERAL ADULT EDUCATION

The Community Service/General Adult Education Programs are designed to provide courses, seminars, and activities that contribute to the community's overall cultural, civic, and intellectual growth and to assist adults in the development of new skills or in upgrading of existing ones in their avocational, academic, and practical skills areas.

The Community Service Program provides non-credit courses which enable adults to develop knowledge and skills in areas of general interest. The Division will modify courses and activities to meet specific needs and interests of its adult participants. The following are some examples of general interest courses:

Art: Painting, Drawing, Sketching	Pottery
Arts and Crafts	Prenatal Education (Lamaze)
Baking and Decorations	Rug Hooking
Calligraphy	Seasonal Decorations
Conversational French, German, Spanish	Sewing
Creative Writing	Sign Language
Fiber Arts	Spinning and Natural Dyes
Handyperson Repair	Weaving
Investments and Securities	

BASIC SKILLS EDUCATION

The Continuing Education Division offers remedial opportunities to hundreds of Pitt County citizens every year who for one reason or another lack the basic skills that would enable them to compete in today's economy. The Adult Basic Education Program (ABE) provides education up to eighth grade level. The Adult High School Diploma program and the General Educational Development programs are available to students who do not have a high school education. English as a Second Language provides instruction to meet the varied needs of immigrants and refugees. Compensatory Education is a program whose focus is on the skills needed by mentally handicapped adults to function as independently as possible. More detailed information follows on each program.

Adult Basic Education

Adult Basic Education is designed to improve the reading and math skills of persons who seek self-improvement through organized classes. The goal of the program is to help the student function more effectively in day-to-day life. Computer-based instruction is available as an added incentive for students working towards their goals. Classes may be established throughout the Pitt County area and may be co-sponsored with churches, schools, business/industry or community organizations. Renewed emphasis has recently been placed on Workplace Literacy, Family Literacy, Homeless Literacy, and Migrant Literacy/Citizenship. There are no charges for the classes or materials.

Adult High School Diploma Program

The Adult High School Diploma Program provides instruction designed to qualify a student for a Pitt County Schools diploma. Students wishing to enter the Adult High School Diploma Program may contact the Basic Skills Office. An individual program of study will be developed for the student. Students who successfully complete all required courses and pass the N.C. High School Competency Tests will receive the diploma.

General Educational Development (GED) Classes

Adult High School classes are designed to prepare adults to take the General Educational Development (GED) tests. Adults may enroll in morning, afternoon, or evening classes at specified locations in Greenville and Pitt County areas. Program content covers reading and writing skills, mathematics, social studies, and science. There are no charges for the classes.

High School Diploma Equivalency/GED

Adult residents of North Carolina who have not completed high school may earn a High School Diploma Equivalency by passing a battery of five tests. These tests are the General Educational Development (GED) tests.

A High School Diploma Equivalency Certificate is recognized by employers and educational institutions and is issued by the North Carolina Department of Community Colleges. Pitt Community College is the only official GED Testing Center in Pitt County.

Persons interested in further information or in taking the GED tests should contact the Learning Center. The center administers the tests by appointment. There is a fee of \$7.50 for taking the GED tests.

English as a Second Language

English as a Second Language classes are available for migrants and other foreign-born adults wishing to improve their English communication skills. Classes may be held at locations throughout Pitt County as well as campus. Industrial groups with special needs for employees should contact the Basic Skills Office.

Learning Center

Adult Basic Education classes (reading, writing, and math improvement), GED preparation classes, Adult High School Diploma Program, and general education courses are offered in the Learning Center located in the Everett Building on the Pitt Community College campus. Students may use books, computers, or other teaching resources. Courses are available during the day and evening. Hours of the Center are 8:00 a.m. to 9:30 p.m. Monday - Thursday, 8:00 a.m. - 5:00 p.m. Friday and 8:00 a.m. - 1:00 p.m. Saturday.

Compensatory Education

Compensatory Education is designed to enable adults with mental retardation to:

- * Become more independent and self-directed
- * Become more familiar with basic occupational skills
- * Acquire skills to meet and manage community, social, career and personal adult responsibilities.

Compensatory Education classes are available on the Pitt Community College campus, at the Pitt County Adult Developmental Activity Program, and at various locations in Pitt County. There is no charge for materials or instruction.

WORKSHOPS, SEMINARS, AND CONFERENCES

Workshops, seminars, and conferences are planned and offered by Pitt Community College on a variety of topics in cooperation with civic groups, non-profit organizations, or by special requests from the citizens of Pitt County.

The workshops and seminars may carry CEU credit if arrangements have been made in advance with Pitt Community College and if participants meet necessary requirements for receiving credit.

SELF-SUPPORTING COURSES

Self-supporting courses are courses which the college may provide at the request of the community but for which the college receives no state budget. Financing of these courses by the college shall be on a self-supporting basis. Recreation programs are an example of self-supporting courses.

CURRICULUM PROGRAMS

ACCOUNTING (T-016)

The Accounting curriculum is designed to provide students with knowledge and skills necessary for employment and growth in the accounting profession. Often referred to as the "language of business," accounting serves as an informational system for organizations. Accountants assemble, analyze, and communicate essential information about financial operations.

The course of study places emphasis on accounting principles, theories, and practices and includes study in business law, finance, management, and economics. Skills related to the applications of accounting principles are developed through study of communications, computer applications, interpersonal skills development, decision making principles, and ethics.

The curriculum is designed to prepare individuals for entry-level accounting positions in all types of organizations, including CPA firms, small businesses, manufacturing firms, insurance companies, banks, and non-profit organizations such as hospitals, colleges, school systems, and governmental agencies. With work experience and additional education, an individual may advance to positions such as accountant, controller, and auditor.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ACC	151	Principles of Accounting	3	2	0	4
ACC	152	Principles of Accounting	3	2	0	4
ACC	153	Principles of Accounting	3	2	0	4
ACC	222	Intermediate Accounting	5	2	0	6
ACC	223	Intermediate Accounting	5	2	0	6
ACC	225	Cost Accounting	3	2	0	4
ACC	229	Taxes	3	2	0	4
ACC	232	Auditing I	3	0	0	3
ACC	233	Auditing II	3	0	0	3
ACC	235	Accounting Theory and Advanced Topics	2	2	0	3
ACC	270	Computer Applications of Accounting	2	2	0	3
BUS	123	Business Finance	3	0	0	3
BUS	166	Business Law I	3	0	0	3
BUS	167	Business Law II	3	0	0	3
BUS	231	Computerized Inventory Procedures	2	2	0	3
CAS	241	Database Management	2	0	3	3
TOTALS			48	20	3	59

RELATED COURSES

BUS	109	Business Mathematics	5	0	0	5
BUS	165	Introduction to Business	5	0	0	5
BUS	206	Business Communications	3	0	0	3
BUS	235	Business Management	3	0	0	3
CAS	100	Introduction to Microcomputer Applications	2	0	3	3
CAS	240	Spreadsheet Applications/Lotus	2	0	3	3
CAS	243	Advanced Spreadsheet Applications	2	0	3	3
CSC	112	BASIC I	2	2	0	3
ECO	151	Economics I	3	0	0	3
ECO	152	Economics II	3	0	0	3
TOTALS			30	2	9	34

GENERAL EDUCATION COURSES

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
MAT	101	Algebra I	5	0	0	5
ORI	100	New Student Seminar	1	0	0	1
SPH	160	Public Speaking	3	0	0	3
*		Social Science Elective	3	0	0	3
TOTALS			21	0	0	21
Electives			3	0	0	3
COE	101B	Cooperative Education	0	0	20	2
	or	Free Elective				

TOTAL CREDITS FOR AAS DEGREE	102	22	32	119
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*Recommended Social Science Electives:

ANT 160, 161; GEO 151; HIS 151, 152, 160, 161; POL 102, 103, 251; PSY 102, 104, 106, 155; SOC 102, 103, 151, 160, 270

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math, or Science.

ADMINISTRATIVE OFFICE TECHNOLOGY (T-030)

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices, including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
CAS	100	Introduction to Microcomputer Applications	2	0	3	3
CAS	240	Spreadsheet Applications/Lotus	2	0	3	3
CAS	241	Database Management	2	0	3	3
CAS	242	Desktop Publishing	2	2	0	3
COE	202	Field Experience: Administrative Office	1	0	20	3
OSC	101	Principles of Business English	5	0	0	5
OSC	102	Beginning Keyboarding	2	0	3	3
OSC	103	Intermediate Keyboarding	2	0	3	3
OSC	110	Word Processing/WordPerfect	2	0	3	3
OSC	112	Records Management	3	0	0	3
OSC	201	Introduction to Transcription	3	0	0	3
OSC	210	Advanced Word Processing/WordPerfect	2	0	3	3
OSC	211	Machine Transcription I	5	0	0	5
OSC	212	Machine Transcription II	5	0	0	5
OSC	213	Machine Transcription III	5	0	0	5

OSC	216	Office Procedures	5	0	0	5
OSC	226	Procedures for the Automated Office	3	2	0	4
TOTALS			51	4	41	62

RELATED COURSES

ACC	151	Principles of Accounting	3	2	0	4
BUS	109	Business Mathematics	5	0	0	5
BUS	134	Professional Development	3	0	0	3
BUS	166	Business Law I	3	0	0	3
BUS	206	Business Communications	3	0	0	3
BUS	230	Office Management	3	0	0	3
MAT	100	Fundamentals of Mathematics	5	0	0	5
OSC	100	Grammar for Modern Business	3	0	0	3
SOC	100	Job Search & Career Planning	3	0	0	3
*		Related Electives	3	0	0	3
TOTALS			34	2	0	35

GENERAL EDUCATION

ECO	108	Consumer Economics	3	0	0	3
ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
SPH	260	Business and Professional Communications	5	0	0	5
*		Social Science Elective	5	0	0	5
TOTALS			20	0	0	20
#		Electives	3	0	0	3

TOTAL CREDITS FOR AAS DEGREE	108	6	41	120
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*Recommended Electives:

Related Electives:
 BUS 117, 167, 231, 235, 272, 290A-290C; CAS 243, 244; MKT 232; OSC 111, 207, 222

Social Science Electives:
 GEO 151; HIS 151, 152, 160, 161, 170; POL 102, 103, 151, 251; PSY 102, 104, 106, 155; SOC 102, 103, 151, 160, 270

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

CERTIFICATE IN ADMINISTRATIVE OFFICE TECHNOLOGY

CAS	100	Introduction to Microcomputer Applications	2	0	3	3
CAS	242	Desktop Publishing	2	2	0	3
OSC	101	Principles of Business English	5	0	0	5
OSC	102	Beginning Keyboarding	2	0	3	3
OSC	103	Intermediate Keyboarding	2	0	3	3
OSC	110	Word Processing/WordPerfect	2	0	3	3
OSC	112	Records Management	3	0	0	3
OSC	201	Introduction to Transcription	3	0	0	3
OSC	210	Advanced Word Processing/WordPerfect	2	0	3	3
OSC	211	Machine Transcription I	5	0	0	5
OSC	216	Office Procedures	5	0	0	5
TOTALS			33	2	15	39

RELATED COURSES

BUS	109	Business Mathematics	5	0	0	5
BUS	134	Professional Development	3	0	0	3
BUS	166	Business Law I	3	0	0	3
BUS	206	Business Communications	3	0	0	3
OSC	100	Grammar for Modern Business	3	0	0	3
TOTALS			17	0	0	17

GENERAL EDUCATION COURSES

ORI	100	New Student Seminar	1	0	0	1
TOTAL CREDITS FOR CERTIFICATE			51	2	15	57

AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY (T-036)

The Air Conditioning, Heating and Refrigeration Technology curriculum develops an understanding of the principles involved in designing, planning, installing, operating, troubleshooting and organizing maintenance of climate control equipment and systems. Graduates of the Air Conditioning, Heating, and Refrigeration Technology curriculum should be able to assist in planning installations, designing systems and organizing maintenance and work scheduling. In addition, they should be able to assist in installing, servicing and operating environmental control systems in residential and commercial establishments. Job opportunities exist with companies that specialize in residential, commercial and industrial air conditioning, heating and refrigeration systems, design, installation and service. The graduate should be able to assist in designing mechanical equipment, ductwork and electrical controls required in residential and commercial projects. With experience, the graduate should be able to design various air conditioning, heating and refrigeration systems and function efficiently in working with systems designers; engineers; mechanics; sales engineers and others in the field. The technician may be employed in areas of systems design, engineering assistance, estimating, sales, maintenance scheduling, installation and service management in the growing field of air conditioning, heating and cooling.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	CLIN/ CREDIT		
				LAB	SHOP	HOURS
AHR	103	Applied Electricity for HVAC	2	0	3	3
AHR	104	Applied Electronics for HVAC	2	0	3	3
AHR	115	Fundamentals of Heating	2	2	0	3
AHR	116	Servicing Heating Equipment	3	0	9	6
AHR	117	Air Conditioning Servicing	3	0	12	7
AHR	121	Principles of Refrigeration	3	0	9	6
AHR	123	Fundamentals of Air Conditioning	5	0	0	5
AHR	130	All Weather Systems: Conventional	2	0	6	4
AHR	131	All Weather Systems: Heat Pumps	2	0	6	4
AHR	150	Applied Wiring Diagrams	1	0	3	2
TOTALS			25	2	51	43

RELATED COURSES

BPR	101	Blueprint Reading for Construction Trades	3	0	0	3
CAS	101	Personal Computer Familiarization	2	2	0	3

ELN	107	Electronics	2	4	0	4
MAT	100	Fundamentals of Mathematics	5	0	0	5
PHY	111	Applied Science	3	2	0	4
WLD	120	Oxyacetylene Welding	2	0	3	3
TOTALS			17	8	3	22

GENERAL EDUCATION COURSES

ENG	101	Grammar & Composition I	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	104	Human Relations	3	0	0	3
TOTALS			7	0	0	7

TOTAL CREDITS FOR DIPLOMA	49	10	54	72
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ADDITIONAL CREDITS FOR AAS DEGREE

MAJOR COURSES

AHR	232	Advanced Heat Pumps	2	0	3	3
AHR	235	Hydronic Heating Systems	2	0	3	3
AHR	236	Mechanical & Gas Codes	3	0	0	3
AHR	240	Residential Heating & Cooling Systems Design	3	6	0	6
AHR	241	Commercial Heating & Cooling Systems Design	4	6	0	7
AHR	242	Analysis of Heating System Problems	2	4	0	4
AHR	243	Analysis of Cooling System Problems	2	4	0	4
AHR	244	HVAC Customer Service Skills	1	2	0	2
TOTALS			19	22	6	32

RELATED COURSES

MAT	101	Algebra I	5	0	0	5
TOTALS			5	0	0	5

GENERAL EDUCATION COURSES

ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
*		General Education Elective	3	0	0	3
TOTALS			12	0	0	12

Electives	3	0	0	3
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TOTAL CREDITS FOR AAS DEGREE	88	32	60	124
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***Recommended General Education Electives:**

ENG 251, 252, 261, 262; PHI 151; PSY 102, 155; REL 151, 160, 161; SOC 100, 102, 151; SPA 151

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters, not including developmental courses.

ARCHITECTURAL TECHNOLOGY (T-041)

The Architectural Technology curriculum provides individuals with knowledge and skills that will lead to employment and advancement in the field of architectural technology. Technical courses are included which will enable the graduate to advance into related areas of work as job experience is obtained or to continue toward an advanced degree in an associated field of technology.

Architectural technicians translate the architect's design sketches into complete and accurate plans and drawings for construction purposes. The technician will be involved in work requiring a knowledge of drafting, construction materials, mechanical and structural systems, estimating, building codes, and specifications.

Initial employment opportunities exist with architectural and engineering firms, private utilities, contractors, and municipal governments.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
ARC	109	Architectural Mechanical Equipment	3	0	3	4
+ARC	110	Architectural Drafting 1	2	0	6	4
ARC	111	Architectural Drafting 2	2	0	6	4
ARC	112	Architectural Drafting 3	2	0	6	4
ARC	201	Architectural Design	3	0	9	6
ARC	202	Environmental Design	2	2	0	3
ARC	203	Architectural CAD I	1	2	0	2
ARC	204	Architectural CAD II	1	2	0	2
ARC	205	Architectural CAD III	1	2	0	2
ARC	210	Architectural Drafting 4	2	0	6	4
ARC	211	Architectural Drafting 5	2	0	6	4
ARC	212	Architectural Drafting 6	2	0	6	4
CAR	236	Construction Estimating & Field Inspecting	3	0	3	4
CIV	105	Materials & Methods	3	0	3	4
CIV	114	Statics	5	0	0	5
CIV	216	Strength of Materials	3	2	0	4
CIV	235	Codes, Specifications, & Contract Documents	3	0	3	4
DFT	220	Structural Drafting	3	0	3	4
SRV	202	Site Design & Surveying	2	4	0	4
TOTALS			45	14	60	72

RELATED COURSES

MAT	101	Algebra I	5	0	0	5
MAT	102	Trigonometry	5	0	0	5
MAT	103	Algebra II	4	0	0	4
PHY	101	Physics	4	2	0	5
PHY	102	Physics	4	2	0	5
TOTALS			22	4	0	24

GENERAL EDUCATION COURSES

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	102	General Psychology	3	0	0	3
*		Social Science Elective	3	0	0	3
TOTALS			19	0	0	19
#		Electives	7	0	0	7
TOTAL CREDITS FOR AAS DEGREE			93	18	60	122

+ARC 104 and 105 are equivalent to and may be substituted for ARC 110.

+DFT 112, 113, and 114 are equivalent to and may be substituted for ARC 110.

*Recommended Social Science Electives:

GEO 151; HIS 151, 152, 160, 161, 170; PSY 104, 106, 155; SOC 100, 102, 103, 151, 160

#Cooperative Work Experience: Up to 7 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

ASSOCIATE DEGREE NURSING (T-059)

The Associate Degree Nursing Curriculum is designed to prepare the graduate to assess, analyze, plan, implement, and evaluate nursing care. The graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

The Registered Nurse may be employed in a wide variety of health care settings such as hospitals, long term care facilities, clinics, physician's offices, industry and community health agencies.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
NUR	111	Nursing I	6	6	0	9
NUR	112	Nursing II	7	2	9	11
NUR	113	Nursing III	7	2	9	11
NUR	114	Nursing IV	4	2	6	7
NUR	211	Nursing V	7	0	9	10
NUR	212	Nursing VI	5	0	12	9
NUR	213	Nursing VII	7	0	6	9
TOTALS			43	12	51	66

RELATED COURSES

BIO	151	Human Anatomy & Physiology I	3	2	0	4
BIO	152	Human Anatomy & Physiology II	3	2	0	4
BIO	153	Human Anatomy & Physiology III	3	2	0	4
BIO	206	Microbiology	3	2	0	4
MAT	114	Medical Dosage and Calculations	2	0	0	2
TOTALS			14	8	0	18

GENERAL EDUCATION

ENG	161	Composition I	5	0	0	5
ORI	100	New Student Seminar	1	0	0	1
PSY	120	Human Growth & Development	3	0	0	3
PSY	155	General Psychology	5	0	0	5

SOC	151	Sociology	5	0	0	5
SPH	151	Voice & Diction	3	0	0	3
TOTALS			22	0	0	22
Electives			3	0	0	3
TOTAL CREDITS for AAS DEGREE			82	20	51	109

*At the end of the fifth quarter of this curriculum, the student will be eligible to take the NCLEX-PN exam if they choose to.

Licensed Practical Nurses, applying for advanced standing may enter the curriculum in NUR 211 if they meet the admission requirements.

Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program is approved by the North Carolina Board of Nursing.

AUTOMOTIVE TECHNOLOGY (T-176)

Automotive Technology is designed to meet the need for preparing highly trained technicians to service and repair automobiles and light trucks equipped with highly technical electrical, electronics, and emission control systems. Emphasis is placed on the operation and servicing of the power train components, electrical systems, fuel systems, chassis and suspension and emission controls of gasoline and diesel engine vehicles. Upon completion of this curriculum, the person should have the theoretical knowledge and background to understand the systems of the newer model automobiles and should be prepared to work as a technician servicing automobiles and light duty trucks.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
AUT	100	Preventive Maintenance	0	0	3	1
AUT	102	Internal Combustion Engines	3	0	9	6
AUT	103	Electrical Systems I	5	0	12	9
AUT	104	Electrical Systems II	2	0	3	3
AUT	105	Chassis & Suspension	3	0	6	5
AUT	106	Manual Transmissions & Axles	3	0	6	5
AUT	107	Automatic Transmissions & Transaxles	3	0	6	5
AUT	108	Basic Fuel Systems	2	0	6	4
AUT	110	Automotive Heating/Air Conditioning	3	0	6	5
AUT	203	Automotive Electronics	3	4	0	5
AUT	210	Brake Systems	3	0	6	5
AUT	218	Automotive Fuel Injection	3	0	9	6
AUT	219	Engine Performance & Driveability	3	0	9	6
AUT	220	Automotive Servicing	2	0	6	4
ELN	106	Control Devices: Automotive	3	2	0	4
TOTALS			41	6	87	73

RELATED COURSES

MAT	100	Fundamentals of Mathematics	5	0	0	5
TOTALS			5	0	0	5

GENERAL COURSES

ENG	101	Grammar & Composition I	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	106	Applied Psychology	3	0	0	3
TOTALS			7	0	0	7

TOTAL CREDITS FOR DIPLOMA			53	6	87	85
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ADDITIONAL COURSES FOR AAS DEGREE

MAJOR COURSES

AUT	221	Automotive Internship I	0	0	20	2
	or					
AUT	224	Automotive Practices I				
AUT	222	Automotive Internship II	0	0	20	2
	or					
AUT	225	Automotive Practices II				
TOTALS			0	0	40	4

RELATED COURSES

CAS	101	Personal Computer Familiarization	2	2	0	3
MAT	101	Algebra I	5	0	0	5
PHY	111	Applied Science	3	2	0	4
PHY	113	Principles of Electricity	3	2	0	4
TOTALS			13	6	0	16

GENERAL COURSES

ENG	102	Grammar & Composition II	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
*		Social Science Electives	6	0	0	6
TOTALS			12	0	0	12

TOTAL CREDITS FOR AAS DEGREE	78	12	127	117
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*Recommended Social Science Electives:

PSY 102, 104, 120, 155, 228; SOC 100, 102, 103

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

BASIC LAW ENFORCEMENT TRAINING (T-189)

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training Law Enforcement Officers Certification Examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training Certification Examination mandated by the North Carolina Sheriff's Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and/or the Sheriff's Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county, and municipal governments in North Carolina. In addition, knowledge, skills, and abilities acquired in this course of study qualifies one for job opportunities with private enterprises in such areas as industrial, retail, and private security.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
CJC	100	Basic Law Enforcement Training	17	0	24	25
TOTAL CREDITS FOR CERTIFICATE			17	0	24	25

Cooperative Education Work Experience is not allowed.

Students should complete this program in 12 weeks.

BUSINESS ADMINISTRATION (T-018)

The Business Administration curriculum provides a broad education in business principles and practices. This curriculum is designed to prepare individuals for entry-level business positions.

In this program of study, the student will gain knowledge of basic business principles and concepts through a study of management functions, marketing, accounting and finance, economics, human resources development, and legal and ethical aspects of business. Skills related to the applications of these business principles are developed through study of communications, mathematics, computer applications, and decision-making principles.

Additional training through practice in classroom activities which develop team-building skills will prepare graduates to function as contributing members of management teams. Graduates may find employment in large and small businesses, not-for-profit service organizations, government agencies, and financial institutions.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
ACC	151	Principles of Accounting	3	2	0	4
ACC	152	Principles of Accounting	3	2	0	4
ACC	153	Principles of Accounting	3	2	0	4
ACC	229	Taxes	3	2	0	4
BUS	109	Business Mathematics	5	0	0	5
BUS	123	Business Finance	2	2	0	3
BUS	165	Introduction to Business	5	0	0	5
BUS	166	Business Law I	3	0	0	3
BUS	167	Business Law II	3	0	0	3
BUS	235	Business Management	2	2	0	3
BUS	246	Quality Management	3	0	0	3
BUS	247	Human Resources				
		Management	3	0	0	3
BUS	248	Integrated Management	2	2	0	3
MKT	232	Sales Development	3	0	0	3
MKT	239	Marketing	5	0	0	5
MKT	240	Advertising & Visual				
		Merchandising	3	2	0	4
TOTALS			51	16	0	59

RELATED COURSES

BUS	111	Business Statistics	5	0	0	5
BUS	206	Business Communications	3	0	0	3
BUS	231	Computerized Inventory Procedures	2	2	0	3
CAS	100	Introduction to Microcomputer Applications	2	0	3	3
CAS	240	Spreadsheet Applications/Lotus	2	0	3	3
ECO	151	Economics I	3	0	0	3
ECO	152	Economics II	3	0	0	3
MAT	101	Algebra I	5	0	0	5
MKT	247	International Business	5	0	0	5
TOTALS			30	2	6	33

GENERAL EDUCATION COURSES

ENG	161	Composition I	5	0	0	5
ENG	163	Professional and Academic Writing	5	0	0	5
ENG	275	Advanced Business & Technical Writing	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
SPH	260	Business & Professional Communications	5	0	0	5
*		Social Science Elective	3	0	0	3
TOTALS			22	0	0	22
#		Electives	3	0	0	3
TOTAL CREDITS FOR AAS DEGREE			106	18	6	117

*Recommended Social Science Electives:

ANT 160, 161; GEO 151; HIS 151, 152, 160, 161, 170; POL 102, 103, 151, 251; PSY 102, 104, 106, 155; SOC 102, 103, 151, 160, 270

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of approved courses as indicated by #.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

BUSINESS COMPUTER PROGRAMMING (T-022)

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts; data processing techniques; business operations; logic; flow charting; programming procedures and languages and types; uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst, and systems manager.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
+COE	248	Data Processing Practices: Academic and Industry	1	0	20	3
CSC	112	BASIC I	2	2	0	3
CSC	114	Introduction to Computer Concepts	3	0	0	3
CSC	116	Computer Systems	4	0	0	4
CSC	118	COBOL	2	4	0	4
CSC	144	PC Management and Maintenance	2	4	0	4
CSC	147	Personal Computer Operating System	3	2	0	4
CSC	148	C Language	2	4	0	4
CSC	149	Advanced C Language	2	4	0	4
CSC	215	Advanced Computer Systems	4	0	0	4
CSC	216	Data Communications & Networking	2	4	0	4
CSC	223	RPG	2	4	0	4
CSC	224	Advanced RPG	2	4	0	4
CSC	246	Application Design: Individual Approach	2	4	0	4
or						
CSC	247	PC Application Design				
*		CSC Electives	14	0	0	14
TOTALS			46/ 47	36	20	66/ 67

RELATED COURSES

ACC	151	Principles of Accounting	3	2	0	4
ACC	152	Principles of Accounting	3	2	0	4

ACC	153	Principles of Accounting	3	2	0	4
BUS	109	Business Mathematics	5	0	0	5
MAT	101	Algebra I	5	0	0	5
*		Business or Accounting Electives	4	0	0	4
		TOTALS	23	6	0	26

GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
*		Psychology Elective	3	0	0	3
*		Sociology Elective	3	0	0	3
		TOTALS	19	0	0	19

#		Electives	3	0	0	3
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TOTAL CREDITS FOR AAS DEGREE	91/	42	20	114/
	92			115

+COE 240 and COE 241 may be substituted for COE 248

*Recommended Electives

Major Electives:

CAS 101 or 105; 213, 217; CSC 102, 103, 104, 106, 113, 119, 151, 204, 208, 209, 210, 217-219, 233, 234, 236, 237, 238, 245

Business Electives:

ACC 222, 225, 229; BUS 165, 166, 167, #235, #272

Social Science Electives:

PSY 102, 104, 106, 155; SOC 102, 103, 151

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of approved courses as indicated by #.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

CERTIFICATE IN BUSINESS COMPUTER PROGRAMMING

MAJOR COURSES

CAS	105	Introduction to Computers: Managing Software	2	2	0	3
CSC	102	Problem Solving Techniques and Applications	3	0	0	3
CSC	104	Introduction to Computers: Operating Systems	2	2	0	3
CSC	112	BASIC I	2	2	0	3
CSC	113	BASIC II	2	4	0	4
CSC	114	Introduction to Computer Concepts	3	0	0	3
CSC	118	COBOL	2	4	0	4
CSC	144	PC Management & Maintenance	2	4	0	4
CSC	147	Personal Computer Operating System	3	2	0	4
TOTALS			21	20	0	31

RELATED COURSES

BUS	109	Business Mathematics	5	0	0	5
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GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
TOTALS			4	0	0	4

TOTAL CREDITS FOR CERTIFICATE			30	20	0	40
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COMMERCIAL ART AND ADVERTISING DESIGN (T-070)

Students in the Commercial Art and Advertising Design curriculum study advertising, illustration, layout, typography design, photography, graphic communication, and production.

Commercial artists and advertising designers create and design layouts and art work for print and audiovisual media. They may design and prepare letterheads, brochures, illustrations, and art for publication; produce package design; and prepare lettering, type, and art for print and audiovisual media.

Job opportunities for graduates of this program may be in art and design studios, advertising agencies, department stores, industrial advertising departments, government agencies, television and film studios, and the printing and publishing industry.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ART	102	Drawing I	2	4	0	4
ART	103	Drawing II	2	4	0	4
ART	104	Drawing III	2	4	0	4
DES	112	Typography I	2	4	0	4
DES	113	Typography II	2	4	0	4
DES	116	Computer II	2	4	0	4
DES	117	Computer III	2	4	0	4
DES	118	Computer IV	2	4	0	4
DES	119	History of Design	2	0	0	2
DES	120	Illustration I	2	4	0	4
DES	121	Design I	2	4	0	4
DES	122	Graphic Design I	2	4	0	4
#DES	123	Graphic Design II	2	4	0	4
DES	125	Quarkxpress	2	4	0	4
DES	210	Production	2	4	0	4
DES	212	Illustration II	2	4	0	4
DES	213	Illustration III	2	4	0	4
DES	214	Typography III	2	4	0	4
DES	224	Graphic Design III	2	4	0	4
DES	225	Graphic Design IV	2	4	0	4
DES	226	Graphic Design V	2	4	0	4
DES	235	Portfolio Development	2	4	0	4
TOTALS			44	84	0	86

RELATED COURSES

MAT	100	Fundamentals of Mathematics	5	0	0	5
OSC	102	Beginning Keyboarding	2	0	3	3
+PHO	116	Photography	2	4	0	4
+PHO	217	Photography	2	4	0	4
TOTALS			11	8	3	16

GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
*		Social Science Electives	6	0	0	6
TOTALS			19	0	0	19

#	Electives	3	0	0	3
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TOTAL CREDITS FOR AAS DEGREE			77	92	3	124
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+PHO 114 and PHO 115 are equivalent to PHO 116

+PHO 215 and PHO 216 are equivalent to PHO 217

*Recommended Social Science Electives:
Student may take any 6 hours of social science

#Cooperative Education Work Experience:
- Up to 4 credit hours may be substituted for DES 123.
- Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

COSMETOLOGY (V-009)

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin, and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
COS	1101	Cosmetology I	0	0	40	12
COS	1102	Cosmetology II	0	0	40	12
COS	1103	Cosmetology III	0	0	40	12
COS	1104	Cosmetology IV	0	0	20	6
TOTAL CREDITS FOR CERTIFICATE			0	0	140	42

Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters.

Evening students enrolled one half-time may be enrolled in the following classes as a substitute for the stated courses and will need seven quarters for completion.

COS 1105 and 1106 are the equivalent of COS 1101

COS 1107 and 1108 are the equivalent of COS 1102

COS 1109 and 1110 are the equivalent of COS 1103

Students who successfully complete COS 1101, 1102, and 1103 and have 1500 clock hours are eligible to apply for graduation.

CRIMINAL JUSTICE: PROTECTIVE SERVICES TECHNOLOGY (T-129)

The Criminal Justice Technology curriculum is designed so that it may be a multifaceted program of study. It may consist of study options in corrections, law enforcement, and security services.

The curriculum offers a core of courses providing basic knowledge, skills, and attitudes in correctional services, law enforcement services, and security services. It includes subjects such as interpersonal communications, law, psychology, and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study subjects such as confinement facility administration, correction law, counseling, probation-parole services, and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems, and surveillance.

Job opportunities are available with federal, state, county, and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualifies one for job opportunities with private enterprise in such areas as industrial, retail, and private security.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
CJC	101	Introduction to Criminal Justice	3	0	0	3
CJC	110	Juvenile Delinquency	3	0	0	3
CJC	113	Corrections Law	3	0	0	3
CJC	120	Criminology	3	0	0	3
CJC	121	Victimology	3	0	0	3
CJC	125	Criminal Procedures & NC Court System	3	0	0	3
CJC	205	Evidence	3	0	0	3
CJC	209	Techniques of Investigation I	2	2	0	3
CJC	212	Community Relations and Ethics	3	0	0	3
CJC	214	Organizational Leadership and Management	3	0	0	3
CJC	216	Identification Techniques	2	0	3	3
COR	207	Confinement Facilities Administration	3	0	0	3
COR	208	Corrections Case Management	3	0	0	3
COR	234	Community Based Corrections	3	0	0	3

LEX	103	Legal Research I	1	2	0	2
LEX	115	Criminal Law	3	0	0	3
LEX	125	Juvenile Law	3	0	0	3
MHT	213	Dynamics of Substance Abuse	3	0	0	3
PSY	103	Adolescent Psychology	3	0	0	3
PSY	224	Rehabilitation Techniques	3	0	0	3
PSY	228	Deviant Behavior	3	0	0	3
SOC	201	Marriage & the Family	3	0	0	3
TOTALS			62	4	3	65

RELATED COURSES

CAS	100	Introduction to Microcomputer Applications	2	0	3	3
MAT	100	Fundamentals of Mathematics	5	0	0	5
OSC	110	Word Processing/WordPerfect	2	0	3	3
POL	102	National Government	3	0	0	3
POL	103	State & Local Government	3	0	0	3
SPA	101	Spanish for Criminal Justice	5	0	0	5
SPA	102	Spanish for Criminal Justice II	5	0	0	5
*		Related Elective	5	0	0	5
TOTALS			30	0	6	32

GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	102	General Psychology	3	0	0	3
SOC	102	Principles of Sociology	3	0	0	3
TOTALS			19	0	0	19

#	Electives	5	0	0	5
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TOTAL CREDITS FOR AAS DEGREE	116	4	9	121
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*Recommended Related Electives:

COE 247; LEX 220; PSY 104; PSY 223; SPA 161

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of approved courses as indicated by #.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters, not including developmental courses.

EARLY CHILDHOOD ASSOCIATE (T-073)

The Early Childhood Associate curriculum is designed to prepare individuals to work with children in learning environments from infancy through middle childhood. The program of study includes the subjects of child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents. Students learn to foster the cognitive/language, physical/motor, and social/emotional development of children. The program of study combines theories and principles with opportunities for supervised practice.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities are available in child development and child care programs, preschools, public and private schools, recreational centers, kindergartens, some Head Start programs, and programs for children with special needs.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
COE	220	Seminar Practicum: Special Needs	1	0	10	2
EDU	102	Child Health, Safety & Nutrition	5	0	0	5
EDU	101	Early Childhood Education: Overview I	3	0	0	3
	or					
EDU	103	Child Care Credential I	3	0	0	3
EDU	104	Child Care Credential II	3	0	0	3
	or					
EDU	105	Early Childhood Education: Overview II	3	0	0	3
EDU	108	Early Childhood Curriculum	5	0	0	5
EDU	109	Guiding Young Children's Behavior	3	0	0	3
EDU	206	Exceptional Children	3	0	0	3
EDU	226A	Early Childhood Laboratory I	3	0	6	5
EDU	226B	Early Childhood Laboratory II	1	0	15	6
EDU	229	Infant & Toddler Care	3	0	0	3
	or					
COE	221	Seminar Practicum: School Age				
PSY	115	Child Growth & Development I	3	0	0	3
PSY	116	Child Growth & Development II	3	0	0	3
TOTALS			34/	0	31	43/
			36			44

RELATED COURSES

EDU	115	Audiovisual & Media Instruction	3	0	0	3
MAT	100R	Computational Skills	5	0	0	5
OSC	102	Beginning Keyboarding	2	0	3	3
SPH	151	Voice & Diction	3	0	0	3
TOTALS			13	0	3	14

GENERAL EDUCATION COURSES

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
TOTALS			10	0	0	10

#	Electives	2	0	0	2
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TOTAL CREDITS FOR DIPLOMA		59/	0	34/	69/
		61		44	70

#Cooperative Education Work Experience: Up to 2 credit hours may be taken in lieu of approved courses as indicated by #.

ADDITIONAL COURSES FOR ASSOCIATE DEGREE

MAJOR COURSES

COE	221	Seminar Practicum: School Age	1	0	10	2
	or					
EDU	229	Infant & Toddler Care				
#EDU	201	Children's Issues in Today's Society	2	0	0	2
EDU	204	Partnership with Parents	3	0	0	3
EDU	205	Multicultural Education	3	0	0	3
EDU	230	Creative Activities I	3	0	0	3
EDU	231	Creative Activities II	3	0	0	3
EDU	232	Preschool Administration & Supervision	3	0	0	3
TOTALS			18	0	10	19

RELATED COURSES

ENG	217	Children's Literature	3	0	0	3
PED	151	Foundations in Physical Education	2	0	0	2

SOC	100	Job Search & Career Planning	3	0	0	3
SOC	221	Family	3	0	0	3
TOTALS			11	0	0	11

GENERAL EDUCATION

PSY	102	General Psychology	3	0	0	3
SOC	102	Principles of Sociology	3	0	0	3
TOTALS			6	0	0	6

#		Electives	1	0	0	1
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TOTAL CREDITS FOR AAS DEGREE			97	0	44	107
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#Cooperative Education Work Experience: Up to 2 credit hours may be taken in lieu of approved courses as indicated by #.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

ELECTRONIC SERVICING (V-042)

The curriculum in Electronic Servicing is designed to provide basic knowledge and skills required in the installation, maintenance, and servicing of electronic components and systems. Laboratory time will be spent verifying electronic theory and principles and learning installation, maintenance, and service techniques.

An electronic service technician will be able to install, maintain, and service electronic equipment including radio, television, audio/video recording and play back equipment, home entertainment systems, digital electronic systems, and master antenna television and cable television components and systems.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/CREDIT			
			CLASS	LAB	SHOP	HOURS
ELC	1110	Direct Current Theory & Practice	5	0	12	9
ELC	1111	Alternating Current Theory & Practice	5	0	12	9
ELN	1103	Introduction to Electronic Devices	5	0	12	9
ELN	1125	Radio Receiver Servicing	5	0	0	5
ELN	1127	Television Receiver Circuits & Servicing	10	0	18	16
TOTALS			30	0	54	48

RELATED COURSES

MAT	100	Fundamentals of Mathematics	5	0	0	5
MAT	101	Algebra I	5	0	0	5
MAT	1103	Basic Geometry & Trigonometry	5	0	0	5
TOTALS			15	0	0	15

GENERAL EDUCATION

ENG	1102	Communication Skills	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	104	Human Relations	3	0	0	3
TOTALS			7	0	0	7

TOTAL CREDITS for DIPLOMA			52	0	54	70
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ADDITIONAL CREDITS for ADVANCED DIPLOMA

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ELN	1104	Circuit Applications I	4	0	9	7
ELN	1105	Circuit Applications II	4	0	9	7
ELN	1108	Digital Concepts I	3	0	3	4
ELN	1109	Maintenance & Analysis of Electronic Systems	4	0	9	7
ELN	1110	Digital Concepts II	3	0	3	4
ELN	1111	Electronic Troubleshooting	3	0	0	3
TOTALS			21	0	33	32
Electives			3	0	0	3
TOTAL CREDITS for ADVANCED DIPLOMA			76	0	87	105

Cooperative Education Work Experience: Up to 3 credit hours may be substituted for ELN 1111.

Students enrolled full-time and making satisfactory progress should complete the requirements for a regular diploma in four quarters; advanced diploma requirements can be completed in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

ELECTRONICS ENGINEERING TECHNOLOGY (T-045)

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, engineering aide, laboratory technician, supervisor, or equipment specialist.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
EGR	100	Introduction to Electronic Based Technologies	1	0	3	2
EGR	101	Computer Applications for Engineering Technologies	1	2	0	2
ELC	101	Fundamentals of Electricity I	4	4	0	6
ELC	102	Fundamentals of Electricity II	4	4	0	6
ELN	101	Electronic Instruments & Measurements	1	4	0	3
ELN	105	Control Devices	4	4	0	6
ELN	205	Application of Transistors	5	6	0	8
ELN	211	Communication Circuits	4	4	0	6
ELN	212	Introduction to Programmable Logic Controllers	3	4	0	5
ELN	214	Fundamentals of Digital Electronics I	3	2	0	4
ELN	215	Fundamentals of Digital Electronics II	3	2	0	4
ELN	220	Electronic Systems	5	4	0	7
ELN	222	Data Communications Systems	3	4	0	5
ELN	231	Introduction to Microprocessors	3	2	0	4
TOTALS			44	46	3	68

RELATED COURSES

MAT	101	Algebra I	5	0	0	5
MAT	102	Trigonometry	5	0	0	5
MAT	103	Algebra II	4	0	0	4
MAT	104	Calculus I	3	0	0	3

MAT	201	Calculus II	3	0	0	3
PHY	101	Physics	4	2	0	5
PHY	102	Physics	4	2	0	5
PHY	104	Physics	3	2	0	4
#		Related Electives	4	0	0	4
		TOTALS	35	6	0	38

GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
#		Social Science Electives	6	0	0	6
		TOTALS	19	0	0	19

Electives	3	0	0	3
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TOTAL CREDITS for AAS DEGREE	101	52	3	128
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Recommended Electives

Related Electives:

CSC 112, 114, 147; DFT 107, 110; ELN 245; MEC 112

Social Science Electives:

PSY 102, 104; SOC 102, 103

Cooperative Education Work Experience: Up to 6 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

CERTIFICATE IN ELECTRONICS ENGINEERING TECHNOLOGY

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
EGR	100	Introduction to Electronics- Based Technologies	1	0	3	2
ELC	101	Fundamentals of Electricity I	4	4	0	6
ELC	102	Fundamentals of Electricity II	4	4	0	6
ELN	105	Control Devices	4	4	0	6
ELN	214	Fundamentals of Digital Electronics I	3	2	0	4
ELN	215	Fundamentals of Digital Electronics II	3	2	0	4
TOTALS			19	16	3	28

GENERAL EDUCATION COURSES

ORI	100	New Student Seminar	1	0	0	1
TOTAL CREDITS for CERTIFICATE			20	16	3	29

GENERAL TECHNOLOGY CURRICULUM CORE (T-201)

General Technology Curriculum Core is designed as a career mobility program for technical students to acquire the general education and related courses in subject areas such as humanities; communications; social sciences; general computer studies; general graphics (drafting); and theoretical and applied sciences such as biology, chemistry, physics, and mathematics that are foundation courses to specific curriculums in the technical field. After completion of this certificate curriculum, the student has job skills for occupations requiring communications skills and/or science and mathematics. The student may take this program as the first level in a specific technical curriculum as an intended objective component of that technical curriculum. Students may also take this program for transfer to a technical curriculum at another community college system institution either prior to or concurrently with enrollment at the institution at which they intend to pursue or are pursuing a technical curriculum degree.

COURSE AND HOUR REQUIREMENTS

CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
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RELATED COURSES (24 HOURS FROM THE FOLLOWING)

BIO	100	Human Biology	5	0	0	5
BIO	101	Basic Anatomy & Physiology	5	0	0	5
BIO	101A	Basic Anatomy & Physiology Lab	0	2	0	1
BIO	107	Anatomy & Physiology I	4	2	0	5
BIO	108	Anatomy & Physiology II	4	2	0	5
BIO	151	Human Anatomy & Physiology I	3	2	0	4
BIO	152	Human Anatomy & Physiology II	3	2	0	4
BIO	153	Human Anatomy & Physiology III	3	2	0	4
BIO	206	Microbiology	3	2	0	4
BIO	251	Cells & Plants	3	2	0	4
BIO	252	Animal Biology	3	2	0	4
BIO	253	Evolution & Ecology	3	2	0	4
CAS	101	Personal Computer Familiarization	2	2	0	3
CHM	105	General Chemistry	3	2	0	4
CHM	106	Organic & Biochemistry	3	2	0	4
CHM	110	Chemistry for Health Sciences	3	2	0	4
CHM	251	Inorganic Chemistry	3	2	0	4
CHM	252	Organic Chemistry	3	2	0	4
CHM	253	Biochemistry	3	2	0	4
CHM	260	Nutrition	3	0	0	3
HEA	151	Personal & Community Health	3	0	0	3
LIB	151	Library Research Skills	2	0	0	2
MAT	100	Fundamentals of Mathematics	5	0	0	5

MAT	101	Algebra I	5	0	0	5
MAT	102	Trigonometry	5	0	0	5
MAT	103	Algebra II	4	0	0	4
MAT	104	Calculus	3	0	0	3
MAT	114	Medical Dosage Calculations	2	0	0	2
MAT	145	Intermediate Algebra	4	0	0	4
MAT	151	College Algebra	5	0	0	5
OSC	248	Medical Insurance	5	0	0	5
PHY	101	Physics	4	2	0	5
PHY	102	Physics	4	2	0	5
PHY	104	Physics	3	2	0	4
PHY	120	Intro. to the Metric System	3	0	0	3
PSY	120	Human Growth & Development	3	0	0	3
PSY	270	Child Psychology	5	0	0	5
PSY	280	Abnormal Psychology	3	0	0	3
SOC	160	Courtship & Marriage	5	0	0	5

GENERAL EDUCATION COURSES (21 HOURS FROM THE FOLLOWING)

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	161	Composition I	5	0	0	5
ENG	162	Composition II	5	0	0	5
ENG	204	Oral Communications	3	0	0	3
*ORI	100	New Student Seminar	1	0	0	1
ORI	101	Study & Test Taking Skills	1	0	0	1
PSY	102	General Psychology	3	0	0	3
PSY	104	Human Relations	3	0	0	3
PSY	106	Applied Psychology	3	0	0	3
PSY	155	General Psychology	5	0	0	5
SOC	102	Principles of Sociology	3	0	0	3
SOC	151	Sociology	5	0	0	5
SPH	151	Voice & Diction	3	0	0	3
SPH	160	Public Speaking	3	0	0	3
		Electives	6	0	0	6

*All students required to take courses indicated by asterisk

RELATED COURSE HOURS	24
GENERAL EDUCATION HOURS	21
ELECTIVES	6
TOTAL HOURS for CERTIFICATE	51

HEALTH INFORMATION TECHNOLOGY (T-053)

The Health Information Technology curriculum prepares the individual with the knowledge and skills to process, maintain, compile and report health information.

Technical knowledge and skills for the Health Information Technician include those necessary to assemble, analyze, abstract and maintain medical records; supervise health information/medical record department functions, classify/code and index diagnoses and procedures for reimbursement, statistical and administrative purposes; provide information for cost control, assurance of quality health care, marketing and planning for health services and risk management; prepare reports for health-related organizations such as federal, state and regulatory agencies and those responsible for health care reimbursement; complete research studies such as those done to review the quality of health care; and maintain the confidentiality and security of patient information.

Graduates may find employment in hospitals, rehabilitation facilities, long term care facilities, health insurance organizations, out-patient clinics, mental health facilities and home health organizations.

A graduate of an accredited program is eligible to apply to write the national qualifying examination for certification as an Accredited Record Technician (ART).

Courses in the following areas would be helpful to students: computer science, biology, health occupations.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
MRE	102	Orientation to Health Information Technology	3	0	0	3
MRE	110	Content & Maintenance of Health Information	4	2	0	5
MRE	115	Standards & Regulations in Health Care	3	0	0	3
MRE	203	Health Care Statistics	2	4	0	4
MRE	205	Quality Assurance in Health Care	2	2	0	3
MRE	207	Computers in Health Care	2	2	0	3
MRE	208	Medical Transcription/Supervision	1	0	3	2
MRE	209	Health Care Law and Ethics	5	0	0	5
MRE	210	Basic ICD-9-CM Coding	2	4	0	4
MRE	211	Intermediate Coding	2	4	0	4
MRE	213	Advanced Coding Concepts	2	4	0	4
MRE	220	Directed Practice I	0	0	6	2
MRE	222	Directed Practice III	0	0	12	4

MRE	223	Medical Record Seminar	3	0	0	3
MRE	225	Directed Practice II	0	0	9	3
OSC	120	Terminology & Vocabulary: Medical I	2	2	0	3
OSC	121	Terminology & Vocabulary: Medical II	2	2	0	3
TOTALS			35	26	30	58

RELATED COURSES

BIO	107	Anatomy & Physiology I	4	2	0	5
BIO	108	Anatomy & Physiology II	4	2	0	5
BIO	120	Principles of Disease	3	2	0	4
BIO	206	Microbiology	3	2	0	4
BUS	235	Business Management	3	0	0	3
CAS	100	Introduction to Microcomputer Applications	2	0	3	3
+MAT	101	Algebra I	5	0	0	5
OSC	248	Medical Insurance	5	0	0	5
TOTALS			29	8	3	34

GENERAL EDUCATION COURSES

+ENG	101	Grammar & Composition I	3	0	0	3
+ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
+PSY	102	General Psychology	3	0	0	3
+SOC	102	Principles of Sociology	3	0	0	3
SPH	151	Voice & Diction	3	0	0	3
TOTALS			19	0	0	19
Electives			3	0	0	3

TOTAL CREDITS for AAS DEGREE	86	34	33	114
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+May substitute appropriate college transfer courses (ENG 161, ENG 162, MAT 151, SOC 151, PSY 155).

Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters, not including developmental courses.

This program is accredited by the Commission on the Accreditation of Allied Health Educational Programs (CAAHEP) in cooperation with the American Health Information Management Association's Council on Accreditation.

HEALTH UNIT COORDINATOR (V-066)

The Health Unit Coordinator curriculum is a program designed to prepare the graduate to perform a variety of patient and unit support services. Responsibilities include file maintenance of patient medical records, transcribing orders, receptionist duties, other non-clinical tasks as assigned by manager, and knowledge of emergency protocols. Inter/intra departmental communication is essential.

Graduates may be employed in hospitals, clinics, nursing homes, and other health care agencies.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
OSC	1100	Hospital Ward Secretary: Theory and Practice	12	0	12	16
RELATED COURSES						
PSY	104	Human Relations	3	0	0	3
GENERAL EDUCATION						
ENG	1102	Communication Skills	3	0	0	3
TOTAL CREDITS for CERTIFICATE			18	0	12	22

Cooperative Education Work Experience is not allowed.

Students should complete this program in one quarter.

HUMAN RESOURCES MANAGEMENT (T-202)

The Human Resources Management curriculum is designed to meet the multi-faceted demands of human resources management in business industry, and service agencies. The primary objective of this curriculum is the development of generalists, para-professionals, technicians, and specialists in the three major areas of personnel administration, training, and managerial skills. Courses in the personnel administration area should provide the students with the key competencies and technical expertise to handle interviewing, recruiting, placement, needs assessment, planning and activities related to compensation and benefits. The courses about training should familiarize the students with learning approaches, skills building, and the design and preparation of training materials and programs. In addition, the students will be given exposure to the management and people skills that will enable them to work effectively with all employees in their respective organizations. Graduates from this program should be able to function at entry level positions in personnel, training, and other human resource development areas.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ACC	151	Principles of Accounting	3	2	0	4
BUS	109	Business Mathematics	5	0	0	5
BUS	154	Personnel Administration	3	0	0	3
BUS	157	Personnel Law	3	0	0	3
BUS	161	People Skills I: Personal Dynamics	3	0	0	3
BUS	162	People Skills II: Interpersonal Dynamics	3	0	0	3
BUS	163	People Skills III: Organizational Dynamics	3	0	0	3
BUS	169	Compensation & Benefits	3	0	0	3
BUS	201	Performance Management	3	0	0	3
BUS	211	Leadership & Management Skills	3	0	0	3
BUS	221	Managerial Communications	3	0	0	3
BUS	261	Training I: Adult Learning Principles	3	0	0	3
BUS	262	Training II: Material Preparation	3	0	0	3
BUS	263	Training III: Presentation Skills	3	0	0	3
BUS	272	Principles of Supervision	3	0	0	3
CAS	100	Introduction to Microcomputer Applications	2	0	3	3

ISC	102	Industrial Safety	3	0	0	3
ISC	232	Labor Relations	4	0	0	4
		Electives	7	0	0	7
		TOTALS	63	2	3	65

RELATED COURSES

CAS	241	Database Management	2	0	3	3
ECO	151	Economics I	3	0	0	3
ECO	152	Economics II	3	0	0	3
MAT	100	Fundamentals of Mathematics	5	0	0	5
*		Related Electives	6	0	0	6
		TOTALS	19	0	3	20

GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
*		Social Science Electives	6	0	0	6
		TOTALS	19	0	0	19

#		Electives	3	0	0	3
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TOTAL CREDITS for AAS DEGREE	104	2	6	107
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Recommended Electives:

Major Electives:
 ACC 152, 153; BUS 134, 166, 235; ISC 201, 209, 231; MKT 239, 240; OSC 215

Related Electives:
 BUS 117; CAS 240; OSC 102, 103, 110

Social Science Electives:
 PSY 102, 104, 106, 155; SOC 102, 103, 151

Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

This curriculum is offered only in the evening.

CERTIFICATE IN HUMAN RESOURCES MANAGEMENT

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
BUS	154	Personnel Administration	3	0	0	3
BUS	157	Personnel Law	3	0	0	3
BUS	161	People Skills I: Personal Dynamics	3	0	0	3
BUS	162	People Skills II: Interpersonal Dynamics	3	0	0	3
BUS	163	People Skills III: Organizational Dynamics	3	0	0	3
BUS	169	Compensation and Benefits	3	0	0	3
BUS	201	Performance Management	3	0	0	3
BUS	211	Leadership and Management Skills	3	0	0	3
BUS	221	Managerial Communications	3	0	0	3
BUS	272	Principles of Supervision	3	0	0	3
TOTAL CREDITS for CERTIFICATE			30	0	0	30

HUMAN SERVICES TECHNOLOGY (T-136)

The Human Services Technology curriculum is designed to prepare graduates for entry into a variety of positions in institutions and agencies which provide social, community and educational services to people. Along with the human services courses, the curriculum provides for electives that allow the student to specialize in a specific work interest area. During the last five quarters, emphasis is placed on the development of relevant knowledge and skills pertinent to the chosen area. Internships in one or more areas of human services are included in the final phases of the curriculum.

Graduates may find employment in child care agencies, family services agencies, hospitals, mental health centers, public welfare departments, schools, and rehabilitation agencies.

Individuals desiring a career in Human Services Technology should, if possible, take biology, psychology and sociology courses prior to entering the program.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
HSE	102	Orientation Lab I	0	2	0	1
HSE	111	Introduction to Human Services	3	0	3	4
HSE	112	Group Processes I	1	0	3	2
HSE	112P	Practicum I	1	0	6	3
HSE	113	Group Processes II	1	0	3	2
HSE	113P	Practicum II	1	0	6	3
HSE	114	Interviewing & Counseling	3	2	0	4
HSE	115	Field Experience	2	0	30	12
HSE	120	Activities in Human Services	2	2	0	3
HSE	202	Orientation Lab II	0	2	0	1
HSE	210P	Practicum III	1	0	6	3
HSE	215	Human Services Seminar	3	0	0	3
HSE	216	Group Processes III	1	0	3	2
HSE	227	Therapeutic Communities	1	2	0	2
MHT	203	Mental Health Care	3	2	4	5
MHT	209	Treatment Modalities	4	2	0	5
MHT	225	Crisis Intervention	4	0	0	4
PSY	221	Learning & Behavior	5	2	0	6
PSY	223	Addictive Behavior	3	0	0	3
TOTALS			39	16	64	68

RELATED COURSES

BIO	100	Human Biology	5	0	0	5
PSY	111	Behavior Disorders	5	0	0	5
PSY	222	Exceptionality	5	0	0	5
PSY	230	Psychology & Physiology of Aging	3	0	0	3
SOC	160	Courtship & Marriage	5	0	0	5
TOTALS			23	0	0	23

GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	120	Human Growth & Development	3	0	0	3
PSY	155	General Psychology	5	0	0	5
SPH	160	Public Speaking	3	0	0	3
TOTALS			21	0	0	21

#	Electives	3	0	0	3
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TOTAL CREDITS for AAS DEGREE

86 16 64 115

+One (1) credit hour from the following may be substituted for HSE 102 or HSE 202:

HSE	108	Change Agency Lab I	0	0	3	1
HSE	131, 132, 133	Readings in Human Services	0	2	0	1
HSE	210	Change Agency Lab II	0	0	3	1
HSE	231, 232, 233	Research in Human Services	0	2	0	1

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has program approval by Council for Standards in Human Service Education.

IMAGING TECHNOLOGY (T-223) (Technical Specialty)

Individuals entering this curriculum must be registered or registry eligible radiologic technologists (by the American Registry of Radiologic Technologists).

Imaging Technology, a specialty for radiographers, is an advanced allied health career which prepares the individual to use specialized equipment to visualize the internal body structures and to image the blood vessels. Graduates gain knowledge and skills at an entry level of proficiency in cardiovascular and vascular techniques, computed tomography and magnetic resonance imaging. The imaging technologist works in conjunction with physicians in performing the special diagnostic procedures. The technologist, through academic and clinical studies, is prepared to provide patient care while performing the advanced non-invasive/invasive radiographic procedures.

Imaging technologists may find employment in hospitals and facilities where vascular/interventional, cardiovascular/interventional, computerized tomography scanning, and magnetic resonance imaging are performed. Responsibilities would include operation of advanced radiographic and other specialty equipment, emergency patient care, professional communication, quality assurance, and radiation protection.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
RAD	254	Patient Care & Procedures	3	4	0	5
RAD	255	Clinical Education	0	0	6	2
RAD	256	Clinical Education	0	0	6	2
RAD	257	Clinical Education	0	0	36	12
RAD	258	Clinical Education	0	0	36	12
RAD	259	Pharmacology for Radiographers	3	0	0	3
*RAD	261	CT & MRI Physics & Equipment	6	0	0	6
RAD	263	CT & MRI Procedures	6	0	0	6
RAD	265	Cross-Sectional Anatomy	4	0	0	4
RAD	268	MRI & CT Seminar	4	0	0	4
	or					
RAD	262	Vascular/Interventional Procedures				
RAD	264	Cardiovascular Procedures				
RAD	266	Vascular Anatomy				
RAD	267	Vascular/Cardiovascular Seminar				
TOTALS			26	4	84	56

RELATED COURSES

MAT	101	Algebra I	5	0	0	5
SAF	111	Cardiopulmonary Resuscitation	1	0	0	1
TOTALS			6	0	0	6

GENERAL EDUCATION

CSC	112	BASIC I	2	2	0	3
ENG	101	Grammar & Composition I	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	102	General Psychology	3	0	0	3
TOTALS			9	2	0	10

TOTAL CREDITS FOR DIPLOMA	41	6	84	72
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Cooperative Education Work Experience is not allowed.

*NOTE:

The Imaging Technology student must choose to specialize in one of two tracks: invasive (cardiovascular/vascular intervention) or non-invasive (MRI/CT). Didactic and observational clinical instruction will be provided for that chosen track.

The Imaging program is accredited by the Joint Review Committee on Education in Radiography.

INDUSTRIAL CONSTRUCTION TECHNOLOGY (T-231)

The Industrial Construction Technology curriculum is designed to prepare students for a diversity of jobs in the construction industry. A wide range of basic technical skills is provided in the mechanical and electrical areas. More advanced and specialized skills are gained in the second year, as the students pursue their choices of technical electives.

Graduates should find employment as technicians with either industrial or construction firms. Students who choose to acquire only the skills training may find employment as skilled/semi-skilled craftsmen in the construction or maintenance of industrial facilities.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ CREDIT	
					SHOP	HOURS
ELC	112	Alternating & Direct Current	2	0	6	4
HYD	235	Hydraulics/Pneumatics	3	0	3	4
ISC	102	Industrial Safety	3	0	0	3
MEC	103	Basic Shop Practices	3	0	3	4
MEC	115	Equipment Installations I	0	0	6	2
MEC	209	Materials & Fasteners	2	0	3	3
MEC	210	Physical Metallurgy	3	0	3	4
MEC	222	Rigging & Material Handling	2	0	3	3
PFT	101	Piping & Valves	3	0	3	4
WLD	121	Arc Welding	2	0	6	4
*		Technical Electives	18	0	0	18
TOTALS			41	0	36	53

RELATED COURSES

BPR	104	Blueprint Reading: Mechanical	3	0	0	3
BPR	111	Construction Plans/Sitework	1	2	0	2
BUS	272	Principles of Supervision	3	0	0	3
CAS	101	Personal Computer Familiarization	2	2	0	3
DFT	103	Drafting & Sketching	1	0	3	2
DFT	110	Computer Aided Drafting	1	0	3	2
MAT	100	Fundamentals of Mathematics	5	0	0	5
MAT	101	Algebra I	5	0	0	5
PHY	111	Applied Science	3	2	0	4
TOTALS			24	6	6	29

GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	106	Applied Psychology	3	0	0	3
*		Social Science Elective	3	0	0	3
TOTALS			19	0	0	19
Electives			6	0	0	6

TOTAL CREDITS for AAS DEGREE

90	6	42	107
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*Recommended Electives

Technical Electives:

ELC 113, 125, 126, 127, 130; ELN 114, 118, 119, 120; MEC 105, 106, 111, 131, 132, 133, 223; PFT 102, 103, 104

Social Science Electives:

PSY 102, 104, 120, 228; SOC 100, 102, 103

#Cooperative Education Work Experience: Up to 2 hours credit may be substituted for MEC 115.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN (T-212)

This curriculum is designed to train technicians for jobs in industry requiring knowledge of electrical and electronic installation, repair, maintenance, and service. Courses are designed to develop technicians competent in the practical applications of electrical/electronic theory and procedures for industrial machines and controls. Students learn code requirements, to read blueprints and schematics, to determine repair procedures, and to make necessary repairs and/or adjustments.

The graduate of this curriculum is prepared to maintain and service industrial electrical/electronic equipment found in most industrial plants.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ELC	103	Basic Wiring Practices I	2	0	6	4
ELC	104	Basic Wiring Practices II	3	0	9	6
ELC	106	National Electrical Code	4	0	0	4
ELC	107	Industrial Control Fundamentals	3	0	12	7
ELC	108	Electrical Blueprints and Schematics	3	0	0	3
ELC	110	Commercial and Industrial Wiring	5	0	12	9
ELC	111	Introduction to Programmable Logic Controllers	3	2	0	4
ELC	114	Direct Current	3	0	6	5
ELC	115	Alternating Current	2	4	0	4
ELC	116	Electrical Estimating	1	2	0	2
ELN	114	Industrial Electronics	3	0	3	4
TOTALS			32	8	48	52

RELATED COURSES

BPR	101	Blueprint Reading for Construction Trades	3	0	0	3
CSC	104	Introduction to Computers: Operating Systems	2	2	0	3
MAT	100	Fundamentals of Mathematics	5	0	0	5
PHY	111	Applied Science	3	2	0	4
TOTALS			13	4	0	15

GENERAL EDUCATION COURSES

ENG	101	Grammar & Composition I	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	104	Human Relations	3	0	0	3
TOTALS			7	0	0	7

TOTALS CREDITS FOR DIPLOMA

52	12	48	74
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ADDITIONAL CREDITS FOR AAS DEGREE

MAJOR COURSES

+ELC	201	PLC Applications	2	0	12	6
ELC	204	Instrumentation and Controls	3	0	3	4
ELC	208	Electrical Maintenance: Preventive/Predictive	3	0	3	4
ELN	201	Digital Fundamentals	4	4	0	6
TOTALS			12	4	18	20

RELATED COURSES

HYD	140	Hydraulics and Pneumatics Fundamentals	3	2	0	4
ISC	102	Industrial Safety	3	0	0	3
MAT	101	Algebra I	5	0	0	5
MEC	120	Fundamental Mechanisms	2	4	0	4
TOTALS			13	6	0	16

GENERAL EDUCATION COURSES

ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
		General Education Electives	6	0	0	6
TOTALS			12	0	0	12

Elective	3	0	0	3
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TOTAL CREDITS FOR AAS DEGREE	92	22	66	125
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Recommended General Education Electives:

ENG 102, 251, 252, 261, 262; PHI 151; PSY 102, 155; REL 151, 160, 161
SOC 100, 102, 151; SPA 151

+ELC 206 and 207 are equivalent to ELC 201

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters, not including developmental courses.

CERTIFICATE IN INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN

MAJOR COURSES

ELC	103	Basic Wiring Practices I	2	0	6	4
ELC	104	Basic Wiring Practices II	3	0	9	6
ELC	106	National Electrical Code	4	0	0	4

ELC	114	Direct Current	3	0	6	5
ELC	115	Alternating Current	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
TOTALS			14	4	21	23

RELATED COURSES

BPR	101	Blueprint Reading for Construction Trades	3	0	0	3
MAT	100	Fundamentals of Mathematics	5	0	0	5
PHY	111	Applied Science	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
TOTALS			11	2	0	12

GENERAL EDUCATION COURSES

ENG	101	Grammar and Composition I	3	0	0	3
TOTAL CREDITS FOR CERTIFICATE			28	6	21	38

ADVANCED CERTIFICATE IN INDUSTRIAL ELECTRICAL/ELECTRONIC TECHNOLOGY

MAJOR COURSES

ELC	204	Instrumentation and Controls	3	0	3	4
ELC	206	Programmable Logic Controller Applications I	1	0	6	3
ELC	207	Programmable Logic Controller Applications II	1	0	6	3
ELC	208	Electrical Maintenance: Preventive/Predictive	3	0	3	4
ELN	114	Industrial Electronics	3	0	3	4
ELN	201	Digital Fundamentals	<u>4</u>	<u>4</u>	<u>0</u>	<u>6</u>
TOTALS			15	4	21	24

RELATED COURSES

CSC	104	Introduction to Computers	2	2	0	3
MAT	101	Algebra I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
TOTALS			7	2	0	8

GENERAL EDUCATION COURSES

ENG	101	Grammar and Composition I	3	0	0	3
TOTAL CREDITS FOR ADVANCED CERTIFICATE			25	6	21	35

INDUSTRIAL MAINTENANCE (V-028)

The curriculum in Industrial Maintenance prepares students to repair and maintain machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices found in industrial establishments.

Industrial maintenance persons may be required to install, maintain, and service mechanical equipment; follow blueprints and sketches; and use hand tools, metalworking machines, measuring instruments, and testing instruments. They operate metalworking machines such as the lathe, milling machine, and drill press to make repairs. They use the micrometer and calipers to verify dimensions. They assemble wires, insulation, and electrical components using hand tools and soldering equipment. They test electrical circuits and components to locate shorts, faulty connections, and defective parts. They inspect, test, and repair hydraulic equipment.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
+AHR	1102	Introduction to Cooling & Heating Systems	3	0	9	6
BPR	1113	Blueprint Reading & Sketching: Electrical	3	0	0	3
ELC	1112	Direct & Alternating Current	5	0	12	9
ELC	1113	AC & DC Machines & Controls	5	0	12	9
HYD	1140	Hydraulic & Pneumatic Fundamentals	3	0	3	4
#ISC	1101	Industrial Safety	3	0	0	3
MNT	1133	Electrical & Mechanical Maintenance	3	0	6	5
MNT	1134	Electrical & Mechanical Maintenance	3	0	6	5
PLU	1110	Plumbing Pipework	2	0	6	4
TOTALS			30	0	54	48

RELATED COURSES

BPR	1104	Blueprint Reading: Mechanical	3	0	0	3
BUS	1105	Industrial Organization	3	0	0	3
MAT	100	Fundamentals of Mathematics	5	0	0	5
PHY	1101	Applied Science	3	2	0	4
WLD	1102	Basic Gas Welding	0	0	3	1
WLD	1103	Basic Arc Welding	0	0	3	1
TOTALS			14	2	6	17

GENERAL EDUCATION

ENG	1102	Communication Skills	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	1101	Human Relations	3	0	0	3
RED	1101	Reading Improvement	2	0	0	2
TOTALS			9	0	0	9

TOTAL CREDITS for DIPLOMA	53	2	60	74
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AHR 1103 and AHR 1104 are equivalent to AHR 1102

Cooperative Education Work Experience: Up to 3 credit hours may be substituted for ISC 1101.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

INDUSTRIAL MAINTENANCE TECHNOLOGY (T-119)

The Industrial Maintenance Technology curriculum is designed to prepare entry-level technicians for servicing, maintaining, repairing and/or installing equipment for a wide range of production industries. Instruction will include theory and practical skill training needed for inspecting, testing, troubleshooting and diagnosing industrial equipment failure problems.

Basic skills in electricity, metal machining, welding, hydraulics/pneumatics, blueprint reading, rigging, piping and pumps, mechanics, air conditioning and heating and programmable logic controllers will be studied.

Students will also be introduced to current maintenance practices and trends such as preventive/predictive maintenance, quality management methods and computerized maintenance management systems.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
AHR	101	Air Conditioning & Refrigeration	3	0	3	4
AHR	201	Principles of Heating	3	0	3	4
ELC	112	Alternating & Direct Current	2	0	6	4
ELC	113	Alternating Current & Direct Current Machines & Controls	2	0	6	4
ELC	119	Industrial Electric Controls & Systems	2	0	6	4
ELC	121	Electrical Troubleshooting	1	0	3	2
HYD	235	Hydraulics & Pneumatics	3	0	3	4
MEC	101	Machine Processes	3	0	3	4
MEC	102	Machine Processes	3	0	3	4
MEC	114	Shop Practice	1	0	6	3
MEC	210	Physical Metallurgy	3	0	3	4
MEC	222	Rigging & Material Handling	2	0	3	3
MNT	298	Maintenance Problems I	2	0	3	3
MNT	299	Maintenance Problems II	2	0	3	3
WLD	120	Oxyacetylene Welding	2	0	3	3
+WLD	121	Arc Welding	2	0	6	4
WLD	122	Commercial & Industrial Practice	2	0	3	3
TOTALS			38	0	66	60

RELATED COURSES

BPR	104	Blueprint Reading: Mechanical	3	0	0	3
BPR	105	Blueprint Reading & Sketching	3	0	0	3
BUS	272	Principles of Supervision	3	0	0	3
DFT	101	Technical Drafting	1	0	3	2
ISC	102	Industrial Safety	3	0	0	3
ISC	201	Industrial Organization & Management	3	0	0	3
ISC	202	Statistical Quality Assurance	3	0	0	3
MAT	100	Fundamentals of Mathematics	5	0	0	5
MNT	205	Maintenance Management	3	0	0	3
PHY	120	Introduction to the Metric System	3	0	0	3
TOTALS			30	0	3	31

GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	106	Applied Psychology	3	0	0	3
*		Social Science Electives	6	0	0	6
TOTALS			19	0	0	19
#		Electives	6	0	0	6

TOTAL CREDITS for AAS DEGREE	93	0	69	116
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WLD 130 and WLD 131 are equivalent to WLD 121.

Recommended Social Science Electives:
PSY 102, 104, 120, 228; SOC 100, 102, 103

Cooperative Education Work Experience: Up to 6 credit hours may be taken in lieu of required electives.

Students enrolled three-quarter time and making satisfactory progress should complete this program in sixteen quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program is offered in the evening only.

INSURANCE (TECHNICAL SPECIALTY) (T-229)

The purpose of this curriculum is to provide the courses to meet the education requirements for state licensing examinations for agents in selected areas such as Life, Accident and Health; Accident and Health; Medicare Supplement/Long Term Care; Fire and Casualty; National Association of Security Dealers; and Adjusters.

An additional purpose of the curriculum is to provide the first of a series of preparatory courses for sitting for examinations that are nationally recognized designations. The nationally recognized designations may include those such as Chartered Life Underwriter (CLU), Chartered Financial Consultant (ChFC), Chartered Property and Casualty Underwriter (CPCU), Life Underwriter Training Council Fellow (LUTCF), Fellow Life Management Institute (FLMI), Certified Employee Benefit specialist (CEBS), and Agency Management Training Course (AMTC).

Employment opportunities may be found in insurance companies, insurance agencies, banks, savings and loans, credit unions, stock brokerage firms, auto dealerships, real estate firms, independent adjusting companies, and human resource divisions in business establishments.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
INS	104	Life, Accident & Health Insurance	5	0	0	5
INS	105	Medicare & Supplement/Long Term Care	2	0	0	2
INS	106	Property & Casualty Insurance	5	0	0	5
	*	Electives	4	0	0	4
TOTAL CREDITS for CERTIFICATE			16	0	0	16

*Recommended Major Electives:

INS 101, 115, 120, 140, 200, 220, 221, 222

LAW ENFORCEMENT TECHNOLOGY (T-064)

The Law Enforcement Technology curriculum prepares individuals for a career in the law enforcement services occupations field and other allied occupations. Law enforcement occupations require a thorough understanding of criminal behavior, criminal investigation, interpersonal communications, law, patrol operations, psychology, sociology, traffic management, and other aspects of law enforcement administration and operations.

Job opportunities are available with federal, state, and municipal governments. In addition, knowledge, skills and abilities acquired in this course of study qualifies one for job opportunities with private enterprise in such areas as industrial, retail, and private security.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ CREDIT	
					SHOP	HOURS
CJC	101	Introduction to Criminal Justice	3	0	0	3
CJC	110	Juvenile Delinquency	3	0	0	3
CJC	112	Motor Vehicle Law	3	0	0	3
CJC	120	Criminology	3	0	0	3
CJC	121	Victimology	3	0	0	3
CJC	125	Criminal Procedures & NC Court System	3	0	0	3
CJC	130	Law Enforcement Reports & Forms	2	2	0	3
CJC	205	Evidence	3	0	0	3
CJC	206	Evidence Photography	2	0	3	3
CJC	209	Techniques of Investigation I	2	2	0	3
CJC	211	Criminalistics	2	2	0	3
CJC	212	Community Relations and Ethics	3	0	0	3
CJC	214	Organizational Leadership and Management	3	0	0	3
CJC	215	Techniques of Investigation II	2	2	0	3
CJC	216	Identification Techniques	2	0	3	3
CJC	220	Police Administration	3	0	0	3
COR	234	Community Based Corrections	3	0	0	3
LEX	103	Legal Research I	1	2	0	2
LEX	115	Criminal Law	3	0	0	3
LEX	125	Juvenile Law	3	0	0	3
MHT	213	Dynamics of Substance Abuse	3	0	0	3
PSY	228	Deviant Behavior	3	0	0	3
TOTALS			58	10	6	65

RELATED COURSES

CAS	100	Introduction to Microcomputer Applications	2	0	3	3
MAT	100	Fundamentals of Mathematics	5	0	0	5
OSC	110	Word Processing/WordPerfect	2	0	3	3
POL	102	National Government	3	0	0	3
POL	103	State & Local Government	3	0	0	3
SPA	101	Spanish for Criminal Justice	5	0	0	5
SPA	102	Spanish for Criminal Justice II	5	0	0	5
*		Related Electives	5	0	0	5
TOTALS			30	0	6	32

GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	102	General Psychology	3	0	0	3
SOC	102	Principles of Sociology	3	0	0	3
TOTALS			19	0	0	19

#		Electives	5	0	0	5
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TOTAL CREDITS for AAS DEGREE			112	10	12	121
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*Recommended Related Electives:
CJC 113; LEX 220, 224; SPA 161.

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

MACHINIST (V-032)

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment in the metalworking industries. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. Computer Numerical Control (CNC) may be integrated into various phases of the curriculum or as specialized courses.

The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprints or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

ADVANCED DIPLOMA

Students who continue through the advanced diploma level of the machinist curriculum will be able to refine basic machining skills and gain more experience in CNC machining and other technologies.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES				CLIN/	CREDIT	
			CLASS	LAB	SHOP	HOURS
3PR	1104	Blueprint Reading: Mechanical	3	0	0	3
3PR	1105	Blueprint Reading: Mechanical	3	0	0	3
MEC	1101	Machine Shop Theory & Practice	3	0	12	7
MEC	1102	Machine Shop Theory & Practice	3	0	12	7
MEC	1103	Machine Shop Theory & Practice	3	0	12	7
MEC	1104	Machine Shop Theory & Practice	3	0	12	7
MEC	1115	Metallurgy: Ferrous Metals	2	0	3	3
MEC	1116	Metallurgy: Non-Ferrous Metals	2	0	3	3
MEC	1170	Introduction to CNC Machining	1	2	0	2
MEC	1171	Operation of Computer Numerical Control Machines	1	0	3	2
VLD	1102	Basic Gas Welding	0	0	3	1
TOTALS			24	2	60	45

RELATED COURSES

ISC	1101	Industrial Safety	3	0	0	3
MAT	100	Fundamentals of Mathematics	5	0	0	5
MAT	1103	Basic Geometry & Trigonometry	5	0	0	5
MAT	1123	Machinist Mathematics	3	0	0	3
PHY	1101	Applied Science	3	2	0	4
TOTALS			19	2	0	20

GENERAL EDUCATION

ENG	1102	Communication Skills	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	1101	Human Relations	3	0	0	3
TOTALS			7	0	0	7

#		Electives	3	0	0	3
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TOTAL CREDITS for DIPLOMA			53	4	60	75
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ADDITIONAL COURSES for ADVANCED DIPLOMA

MAJOR COURSES

MEC	1107	Jigs & Fixtures	2	0	6	4
MEC	1123	Advanced Machine Set Up & Operations	2	0	6	4
MEC	1136	Computer Aided Machining	2	6	0	5
MEC	1172	Programming CNC Milling Operations	2	2	0	3
MEC	1182	Programming CNC Lathes	2	2	0	3
MEC	1227	Production Tooling	2	2	0	3
MEC	1270	CNC Lathe Operations	1	0	3	2
MEC	1271	CNC Milling Operations	1	0	3	2
*		Technical Elective	3	0	0	3
TOTALS			17	12	18	29

RELATED COURSES

DFT	1151	Computer Aided Drafting	2	4	0	4
ISC	1105	Statistical Process Control Principles	3	0	0	3
TOTALS			5	4	0	7

TOTAL CREDITS for ADV. DIPLOMA			75	20	78	111
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+MEC 1165 and MEC 1166 are equivalent to MEC 1101

***Recommended Technical Electives:**

BPR 1106; COE 101-107; MEC 1109, 1137, 1173, 1183, 1210, 1290; MNT 1117

***Cooperative Education Work Experience:** Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters; students enrolled in advanced diploma program should complete in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

CERTIFICATE IN MACHINIST

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
BPR	1104	Blueprint Reading: Mechanical	3	0	0	3
BPR	1105	Blueprint Reading: Mechanical	3	0	0	3
MEC	1101	Machine Shop Theory and Practice	3	0	12	7
MEC	1102	Machine Shop Theory and Practice	3	0	12	7
TOTALS			12	0	24	20

RELATED COURSES

MAT	100	Fundamentals of Mathematics	5	0	0	5
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GENERAL EDUCATION COURSES

ORI	100	New Student Seminar	1	0	0	1
TOTALS CREDITS for CERTIFICATE			18	0	24	26

MANUFACTURING ENGINEERING TECHNOLOGY (T-050)

The primary objective of the Manufacturing Engineering Technology curriculum is the training of personnel to assist the engineer or small industry in planning, tooling, operating, servicing, and supervising manufacturing operations. The curriculum provides a basic background of mechanical and related theory with specific skills in the use of manufacturing and testing equipment. Students are given experiences in operating and servicing machines, accompanied by general education and management courses.

A graduate of the program may qualify for an entry position in one of several manufacturing functions: methods, analysis, production scheduling, quality control, materials testing, plant layout, time study, machine tooling maintenance, and equipment and instrument work.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ATR	240	Introduction to Robotics	3	2	0	4
BUS	235	Business Management	3	0	0	3
DFT	101	Technical Drafting	1	0	3	2
DFT	110	Computer Aided Drafting I (CAD)	1	0	3	2
DFT	111	Computer Aided Drafting II (CAD)	1	0	3	2
HYD	235	Hydraulics & Pneumatics	3	0	3	4
#ISC	202	Statistical Quality Assurance	3	0	0	3
ISC	203	Productivity Measurement and Improvement	3	0	0	3
ISC	209	Plant Layout	4	0	0	4
MEC	101	Machine Processes	3	0	3	4
MEC	102	Machine Processes	3	0	3	4
MEC	104	Applied Mechanics	5	0	0	5
MEC	201	Manufacturing Processes I	2	2	0	3
MEC	202	Manufacturing Processes II	2	2	0	3
MEC	205	Strength of Materials	3	2	0	4
MEC	210	Physical Metallurgy	3	0	3	4
MEC	237	Control Systems	3	2	0	4
MEC	270	Introduction to CNC Machining	1	2	0	2
MEC	272	Programming of CNC Equipment	2	2	0	3
TOTALS			49	14	21	63

RELATED COURSES

CHM	105	General Chemistry	3	2	0	4
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MAT	101	Algebra I	5	0	0	5
MAT	102	Trigonometry	5	0	0	5
MAT	103	Algebra II	4	0	0	4
MAT	104	Calculus I	3	0	0	3
PHY	101	Physics	4	2	0	5
PHY	102	Physics	4	2	0	5
PHY	104	Physics	3	2	0	4
*		Computer Science Elective	2	2	0	3
TOTALS			33	10	0	38

GENERAL EDUCATION COURSES

ECO	151	Economics I	3	0	0	3
ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
CRI	100	New Student Seminar	1	0	0	1
PSY	106	Applied Psychology	3	0	0	3
TOTALS			19	0	0	19
Electives			3	0	0	3

TOTAL CREDITS for AAS DEGREE	104	24	21	123
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Recommended Computer Science Electives:
CAS 101, 105; CSC 104

Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of ISC 202.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

MARKETING AND RETAILING (T-020)

The Marketing and Retailing curriculum is designed to prepare the individual for entry into middle-management positions in various marketing and retail businesses and industries. This purpose will be fulfilled through study and application in areas such as marketing and merchandising techniques management, selling, advertising, retailing, and credit and collection procedures.

Through knowledge and skills gained, the individual will be able to perform marketing and distribution activities, and through the development of personal competencies and qualities, will be provided the opportunity to enter an array of marketing and distribution jobs.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
BUS	123	Business Finance	3	0	0	3
BUS	165	Introduction to Business	5	0	0	5
BUS	166	Business Law I	3	0	0	3
BUS	167	Business Law II	3	0	0	3
BUS	231	Computerized Inventory Procedures	2	2	0	3
BUS	235	Business Management	3	0	0	3
CAS	242	Desktop Publishing	2	2	0	3
COE	245	Retailing Practicum (Intern)	0	0	20	2
MKT	232	Sales Development	3	0	0	3
MKT	233	Sales Management	3	0	0	3
MKT	235	Retailing, Buying, & Merchandising	5	0	0	5
MKT	239	Marketing	5	0	0	5
MKT	240	Advertising & Visual Merchandising	3	2	0	4
MKT	246	International Marketing	5	0	0	5
MKT	247	International Business	5	0	0	5
MKT	248	Marketing Research	5	0	0	5
MKT	249	Logistics Management	3	0	0	3
TOTALS			58	6	20	63

RELATED COURSES

ACC	151	Principles of Accounting	3	2	0	4
ACC	152	Principles of Accounting	3	2	0	4
ACC	153	Principles of Accounting	3	2	0	4
BUS	109	Business Mathematics	5	0	0	5

CAS	100	Introduction to Microcomputer Applications	2	0	3	3
CAS	240	Spreadsheet Applications/Lotus	2	0	3	3
ECO	151	Economics I	3	0	0	3
ECO	152	Economics II	3	0	0	3
MAT	101	Algebra I	5	0	0	5
TOTALS			29	6	6	34

GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	102	General Psychology	3	0	0	3
SPH	160	Public Speaking	3	0	0	3
		Elective	3	0	0	3
TOTALS			19	0	0	19

TOTAL CREDITS for AAS DEGREE	106	12	26	116
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Recommended Electives:

ANT 160, 161; ART 160; ENG 106, 161, 162, 217, 251, 252, 261, 262, 275; GEO 151; HEA 151; HIS 151, 152, 160, 161, 170; MUS 151; ORI 101; PHI 151; POL 102, 103, 251; PSY 103, 104, 106, 115, 116, 120, 155, 160, 270; REL 151, 160, 161; SOC 102, 103, 151, 160, 201, 221, 270; SPA 151, 152; SPH 151

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

MASONRY (V-070)

The Masonry curriculum prepares individuals to work in the construction industry as bricklayers and masons. The mason must have a knowledge of basic mathematics and blueprint reading and must also know the method used in laying out a masonry job for residential, commercial, and industrial construction.

Masons are employed by contractors in the building construction field to lay brick and blocks made of tile, concrete, glass, gypsum, or terra cotta. The mason is also capable of constructing or repairing walls, partitions, arches, sewers, furnaces, and other masonry structures.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES				CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
+MAS	1101	Bricklaying I		5	0	15	10
+MAS	1102	Bricklaying II		5	0	15	10
MAS	1103	Bricklaying III		5	0	15	10
MAS	1104	Bricklaying IV		4	0	15	9
MAS	1113	Masonry Estimating I		0	0	3	1
#MAS	1114	Masonry Estimating II		0	0	3	1
TOTALS				19	0	66	41

RELATED COURSES

BPR	1110	Blueprint Reading: Building Trades		3	0	0	3
BPR	1111	Blueprint Reading & Sketching I		3	0	0	3
BPR	1112	Blueprint Reading & Sketching II		3	0	0	3
BPR	1114	Blueprint Reading & Sketching: Masonry		3	0	0	3
MAT	1111	Building Trades Math: Masonry		3	0	0	3
MAT	1112	Building Trades Mathematics		3	0	0	3
MAT	1113	Building Trades Math: Masonry		3	0	0	3
TOTALS				21	0	0	21

GENERAL EDUCATION

ENG	1102	Communication Skills		3	0	0	3
ORI	100	New Student Seminar		1	0	0	1

PSY	1101	Human Relations	3	0	0	3
RED	1101	Reading Improvement	2	0	0	2
TOTALS			9	0	0	9

TOTAL CREDITS for DIPLOMA	49	0	66	71
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+MAS 1105 and 1106 are equivalent to MAS 1101

+MAS 1107 and 1108 are equivalent to MAS 1102

+Cooperative Education Work Experience: One (1) credit hour may be substituted for MAS 1114.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

CERTIFICATE IN MASONRY

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
MAS	1101	Bricklaying I	5	0	15	10
MAS	1102	Bricklaying II	5	0	15	10
MAS	1103	Bricklaying III	5	0	15	10
MAS	1104	Bricklaying IV	4	0	15	10
MAS	1113	Masonry Estimating I	0	0	3	1
TOTAL CREDITS FOR CERTIFICATE			19	0	63	40

MEDICAL ASSISTING TECHNOLOGY (T-058)

The Medical Assisting curriculum prepares the graduate to be a multi-skilled healthcare professional qualified to perform administrative, clinical, and laboratory procedures. The administrative aspects of instruction include scheduling appointments; processing insurance accounts, reports, records and billing and collections; coding medical records; transcribing and computer operations; and processing telephone calls, correspondence reports and manuscripts. Clinical and laboratory aspects of instruction include preparation patients for examination, and treatment; obtaining vital signs; assisting with examination and treatment; performing routine laboratory procedures, phlebotomy, electrocardiography, sterilization procedures; and administering medications under the supervision of a physician.

Graduates receiving a diploma achieve competencies in the above procedures. Graduates completing the associate degree develop additional competencies in effective communications and managerial and supervisory skills.

Graduates of medical assisting programs recognized by the Commission on Accreditation of Allied Health Programs (CAAHEP) in collaboration with the American Association of Medical Assistants (AAMA), are eligible to sit for the certification examination administered by the Certifying Board of the American Association of Medical Assistants.

Individuals desiring a career in medical assisting should take biology, mathematics and keyboarding/computer courses prior to entering the program.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
CAS	100	Introduction to Microcomputer Applications	2	0	3	3
MED	101	Orientation to Medical Assisting	2	0	0	2
MED	102	Medical Office Administration I	3	2	0	4
MED	103	Medical Office Administration II	3	0	3	4
MED	104	Medical Office Administration III	4	2	0	5
MED	110	Understanding Patient Behavior	1	0	0	1
MED	111	Laboratory Procedures	2	0	3	3
MED	201	Medical Office Administration IV	3	2	0	4
MED	202	Medical Office Administration V	3	2	0	4
MED	203	Clinical Education	2	0	24	10
MED	212	Clinical Simulation	0	2	0	1
MED	213	Medication Administration	3	2	0	4

OSC	101	Principles of Business English	5	0	0	5
OSC	110	Word Processing/WordPerfect	2	0	3	3
OSC	120	Terminology & Vocabulary:				
		Medical I	2	2	0	3
OSC	121	Terminology & Vocabulary:				
		Medical II	2	2	0	3
OSC	215	Medical Law & Ethics	3	0	0	3
*		Major Elective	3	0	0	3
		TOTALS	45	16	36	65

RELATED COURSES

BIO	101	Basic Anatomy & Physiology	5	0	0	5
BIO	101A	Basic Anatomy & Physiology Lab	0	2	0	1
MAT	114	Medical Dosage Calculations	2	0	0	2
OSC	201	Introduction to Transcription	3	0	0	3
OSC	211	Machine Transcription I	5	0	0	5
OSC	248	Medical Insurance	5	0	0	5
PSY	104	Human Relations	3	0	0	3
SAF	111	Cardiopulmonary				
		Resuscitation	1	0	0	1
		TOTALS	24	2	0	25

GENERAL EDUCATION

ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	102	General Psychology	3	0	0	3
SOC	102	Principles of Sociology	3	0	0	3
*		General Education Elective	3	0	0	3
		TOTALS	19	0	0	19

#	Electives	3	0	0	3
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TOTAL CREDITS for AAS DEGREE	91	18	36	112
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Recommended Electives

Major Electives:

MED 102A, 102B; OSC 103, 112, 210, 220, 230

General Electives:

ACC 151, 152, 153; BUS 134, 154, 161; ENG 102, 251, 252, 261, 262, 275; HEA 151; HUM 151; ORI 101, 110; PHI 151; REL 151, 160, 161; SAF 110; SOC 100; SPA 151

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This medical assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), or recommendation of the Committee on Accreditation for Medical Assistan Education.

CERTIFICATE IN MEDICAL ASSISTING TECHNOLOGY

CAS	100	Introduction to Microcomputer Applications	2	0	3	3
MED	102	Medical Office Administration I	3	2	0	4
MED	102B	Hospital Environment Lab	0	0	9	3
OSC	120	Terminology & Vocabulary: Medical I	2	2	0	3
OSC	121	Terminology & Vocabulary: Medical II	2	2	0	3
TOTALS			9	6	12	16

RELATED COURSES

SAF	111	Cardiopulmonary Resuscitation 1		0	0	1
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GENERAL EDUCATION

ENG	204	Oral Communications	3	0	0	3
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TOTAL CREDITS for CERTIFICATE			13	6	12	20
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MEDICAL OFFICE TECHNOLOGY (T-032)

This curriculum prepares individuals to enter the medical secretarial profession. The medical secretary performs secretarial duties utilizing the knowledge of medical terminology and medical office and/or laboratory procedures.

Skills are taught in processing medical documents using computerized functions and/or manual functions. Compiling and recording medical charts, reports, case histories, and correspondence using the typewriter or automated office equipment, scheduling appointments, and preparing and sending bills to patients are duties performed in the medical office and taught in this curriculum.

Graduates of the curriculum may find employment opportunities with medical supply and equipment manufacturers, medical laboratories, the offices of physicians, hospitals, and other medical care providers.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
OSC	101	Principles of Business English	5	0	0	5
OSC	102	Beginning Keyboarding	2	0	3	3
OSC	103	Intermediate Keyboarding	2	0	3	3
OSC	110	Word Processing/WordPerfect	2	0	3	3
OSC	112	Records Management	3	0	0	3
OSC	120	Terminology & Vocabulary: Medical I	2	2	0	3
OSC	121	Terminology & Vocabulary: Medical II	2	2	0	3
OSC	201	Introduction to Transcription	3	0	0	3
OSC	210	Advanced Word Processing/ WordPerfect	2	0	3	3
OSC	211	Machine Transcription I	5	0	0	5
OSC	216	Office Procedures	5	0	0	5
OSC	220	Terminology & Vocabulary: Medical III	3	0	0	3
OSC	226	Procedures for the Automated Office	3	2	0	4
OSC	230	Medical Transcription I	4	2	0	5
OSC	231	Medical Transcription II	4	2	0	5
OSC	248	Medical Insurance	5	0	0	5
TOTALS			52	10	12	61

RELATED COURSES

ACC	151	Principles of Accounting	3	2	0	4
BIO	100	Human Biology	5	0	0	5
BUS	109	Business Mathematics	5	0	0	5
BUS	134	Professional Development	3	0	0	3
BUS	206	Business Communications	3	0	0	3
CAS	100	Introduction to Microcomputer Applications	2	0	3	3
COE	203	Field Experience: Medical Office	1	0	20	3
MRE	207	Computers in Health Care	2	4	0	4
OSC	100	Grammar for Modern Business	3	0	0	3
OSC	215	Medical Law & Ethics	3	0	0	3
TOTALS			30	6	23	36

GENERAL EDUCATION

ECO	108	Consumer Economics	3	0	0	3
ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
SPH	260	Business and Professional Communications	5	0	0	5
*		Social Science Elective	5	0	0	5
TOTALS			20	0	0	20
Electives			3	0	0	3

TOTAL CREDITS for AAS DEGREE	105	16	35	120
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*Recommended Electives

Social Science Electives:

PSY 102, 103, 104, 106, 115, 116, 120, 155, 223, 228, 230, 270, 280; SOC 101, 102, 103, 151, 160, 221, 270

#Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

CERTIFICATE IN MEDICAL OFFICE TECHNOLOGY

MAJOR COURSES

OSC	101	Principles of Business English	5	0	0	5
OSC	110	Word Processing/WordPerfect	2	0	3	3
OSC	120	Terminology & Vocabulary: Medical I	2	2	0	3

OSC	121	Terminology & Vocabulary: Medical II	2	2	0	3
OSC	201	Introduction to Transcription	3	0	0	3
OSC	211	Machine Transcription I	5	0	0	5
OSC	220	Terminology and Vocabulary: Medical III	3	0	0	3
OSC	230	Medical Transcription I	4	2	0	5
OSC	248	Medical Insurance	5	0	0	5
		TOTALS	31	6	3	35

RELATED COURSES

BIO	100	Human Biology	5	0	0	5
CAS	100	Introduction to Microcomputer Applications	2	0	3	3
OSC	100	Grammar for Modern Business	3	0	0	3
OSC	215	Medical Law & Ethics	3	0	0	3
		TOTALS	13	0	3	14

GENERAL EDUCATION COURSES

ORI	100	New Student Seminar	1	0	0	1
TOTAL CREDITS for CERTIFICATE			45	6	6	50

MEDICAL SONOGRAPHY (T-180)

The Medical Sonography curriculum offers education options of a one-year diploma program for two-year allied health occupations as recognized by the American Medical Association (AMA) or a two-year associate in applied science degree (AAS) program for high school graduates. The curriculum provides for knowledge and clinical skills in the application of high frequency sound waves to image internal body structures. Physics, cross-sectional anatomy, abdominal, gynecological, obstetrical, breast, and thyroid sonography are emphasized. Competency in the identification of normal anatomy, sonic physics, stages of fetal development, and use of equipment in each procedure as well as effective communication skills are necessary to obtain high quality sonograms to assist in recognizing abnormalities and in making diagnoses.

Graduates of the diploma program option are eligible to apply to the American Registry of Diagnostic Medical Sonographers for examinations in physics, abdomen, obstetrics, and gynecology. Graduates from an AMA approved associate degree program are eligible to apply for these examinations upon graduation.

Graduates may be employed as staff and department heads in clinics, private doctors' offices, and hospitals and as instructors in colleges and universities.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
RAD	236	Clinical Education	4	0	30	14
RAD	241	Introduction to Ultrasound	6	0	0	6
RAD	242	Ultrasound Physics	5	0	0	5
RAD	243	Clinical Education	2	0	21	9
RAD	244	Clinical Education	2	0	21	9
RAD	245	Clinical Education	2	0	21	9
RAD	248	Instrumentation & Principles for Echocardiography	6	0	0	6
	or					
RAD	237	Instrumentation & Principles of OB-GYN Sonography				
RAD	250	Vascular Ultrasound	1	2	0	2
TOTALS			28	2	93	60

RELATED COURSES

SAF	111	Cardiopulmonary Resuscitation	1	0	0	1
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GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
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ORI	100	New Student Seminar	1	0	0	1
PSY	104	Human Relations	3	0	0	3
TOTALS			7	0	0	7

TOTAL CREDITS FOR DIPLOMA	36	2	93	68
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ADDITIONAL COURSES for AAS DEGREE

MAJOR COURSES

RAD	101	Radiologic Technology I	4	2	0	5
RAD	102	Radiologic Technology II	4	0	0	4
RAD	103	Radiologic Technology III	4	0	0	4
RAD	111	Radiographic Positioning	4	2	0	5
RAD	112	Clinical Education	1	2	12	6
RAD	113	Clinical Education	1	4	15	8
RAD	206	Radiographic Pathology	3	0	0	3
RAD	249	Instrumentation & Principles of Abdominal Sonography	6	0	0	6
TOTALS			27	10	27	41

RELATED COURSES

BIO	107	Anatomy & Physiology I	4	2	0	5
BIO	108	Anatomy & Physiology II	4	2	0	5
MAT	101	Algebra I	5	0	0	5
TOTALS			13	4	0	15

GENERAL COURSES

ENG	102	Grammar & Composition II	3	0	0	3
PSY	155	General Psychology	5	0	0	5
SOC	151	Sociology	5	0	0	5
SPH	160	Public Speaking	3	0	0	3
TOTALS			16	0	0	16

Electives	3	0	0	3
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TOTAL CREDITS FOR AAS DEGREE	95	16	120	143
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Cooperative Education Work Experience is not allowed.

Student enrolled full-time and making satisfactory progress should complete this program in eight quarters, not including developmental courses.

This program has accreditation by the CAAHEP in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography.

NUCLEAR MEDICINE TECHNOLOGY (T-104)

Nuclear Medicine is a health technology which utilizes the internal administration of radioactive materials. The field is primarily diagnostic although some therapeutic procedures are performed. The Nuclear Medicine Technologist works under the direction of a physician who is licensed for the use of radioactive materials.

The Nuclear Medicine Technology curriculum prepares students to perform as clinical Nuclear Medicine Technologists. The emphasis of the program is on the development of the skills needed by the clinical technologist. These skills include: patient care utilization of radioactive materials, operation of specialized imaging and counting instrumentation, and performance of laboratory procedures. In addition to the development of these skills, the students receive instruction relating to the theories and principles from which the clinical procedures are developed.

Graduates of the program are eligible to take two national certification/registration examinations currently offered. These examinations are given by the Nuclear Medicine Technology Certification Board (NMTCB) and the American Registry of Radiologic Technologist (ARRT).

Individuals who wish to enter a program of Nuclear Medicine Technology should, if possible, complete high school courses in algebra, biology, chemistry, and physics prior to entry.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
RAD	211	Radiologic Physics	3	2	0	4
RAD	271	Nuclear Medicine Technology I	3	2	0	4
RAD	272	Nuclear Medicine Technology II	3	2	0	4
RAD	273	Nuclear Medicine Technology III	2	0	0	2
RAD	274	Nuclear Medicine Technology IV	3	0	0	3
RAD	275	Nuclear Pharmacology	2	0	0	2
RAD	276	Nuclear Medicine Physics	2	0	0	2
RAD	277	Nuclear Medicine Practicum I	1	0	15	6
RAD	278	Nuclear Medicine Practicum II	1	0	15	6
RAD	279	Nuclear Medicine Practicum III	1	0	30	11
RAD	280	Nuclear Medicine Practicum IV	1	0	30	11
TOTALS			22	6	90	55

RELATED COURSES

BIO	210	Radiation Biology	4	0	0	4
+CHM	110	Chemistry for Health Sciences	3	2	0	4
MAT	114	Medical Dosage Calculations	2	0	0	2

RAD	224	Radiation Physics	3	0	0	3
SAF	111	Cardiopulmonary Resuscitation	1	0	0	1
TOTALS			13	2	0	14

GENERAL EDUCATION COURSES

ENG	101	Grammar & Composition I	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	155	General Psychology	5	0	0	5
TOTALS			9	0	0	9

TOTAL HOURS for DIPLOMA

44	8	90	78
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ADDITIONAL COURSES for AAS DEGREE

RAD	101	Radiologic Technology I	4	2	0	5
RAD	102	Radiologic Technology II	4	0	0	4
RAD	103	Radiologic Technology III	4	0	0	4
RAD	111	Radiographic Positioning	4	2	0	5
RAD	112	Clinical Education	1	2	12	6
RAD	113	Clinical Education	1	4	15	8
TOTALS			18	10	27	32

RELATED COURSES

BIO	107	Anatomy & Physiology I	4	2	0	5
BIO	108	Anatomy & Physiology II	4	2	0	5
CAS	101	Personal Computer Familiarization	2	2	0	3
MAT	101	Algebra I	5	0	0	5
TOTALS			15	6	0	18

GENERAL EDUCATION

ENG	102	Grammar & Composition II	3	0	0	3
SOC	151	Sociology	5	0	0	5
SPH	160	Public Speaking	3	0	0	3
TOTALS			11	0	0	11
Electives			3	0	0	3

TOTAL CREDITS for AAS DEGREE

91	24	117	142
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CHM 105 and CHM 106 may be substituted for CHM 110.

Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in eight quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has Accreditation by a Joint Review Committee on Education in Nuclear Medicine Technology (JRCNMT).

OCCUPATIONAL THERAPY ASSISTANT (T-142)

The Occupational Therapy Assistant curriculum prepares graduates to work under the supervision or consultation of a Registered Occupational Therapist in developing, maintaining, or restoring adaptive skills in individuals whose abilities to perform tasks of daily living are impaired by developmental deficits, aging, and physical or psychosocial disabilities. The program includes instruction on providing activities to encourage the client to work on his own recovery, instructions on interpersonal skills, group interaction skills, concepts of health and illness, and the use of activity techniques in teaching developmental needs. Supervised field experiences include working with clients from these groups.

Upon completing all required course work and field work, the student will be awarded an Associate in Applied Science Degree in Occupational Therapy Assistant. To work as a Certified Occupational Therapy Assistant, the individual must then pass a national certification examination given by the American Occupational Therapy Certification Board and be licensed with the state. These credentialing procedures are separate from the community college program and the graduation process.

Graduates may be employed in hospitals, rehabilitation facilities, long-term and extended care facilities, sheltered workshops, schools, homebound programs, and community centers.

Individuals desiring a career as an occupational therapy assistant should, if possible, take biology, algebra, sociology, and psychology courses prior to entering the program.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
RO	202	Geriatric Programming	3	2	3	5
TA	101	Fundamentals of the Profession	3	0	0	3
TA	102	Professional Development I	1	0	0	1
TA	103	Professional Development II	1	0	0	1
TA	104	Therapeutic Use of Media				
		Requiring Tools	3	2	0	4
TA	105	Health Care Aspects	2	0	0	2
TA	107	Professional Development III	1	0	0	1
TA	108	Kinesiology	2	2	0	3
TA	109	Professional Development IV	1	0	0	1
TA	204	Therapeutic Use of				
		Contemporary Media	3	2	0	4
TA	205	Physical Disabilities Programming	4	2	3	6
TA	206	Occupational Therapy Splinting	3	2	0	4
TA	207	Professional Development V	1	0	0	1
TA	208	Pediatrics	3	0	0	3
TA	209	Professional Development VI	1	0	0	1

OTA	210	Pediatric Programming	3	2	3	5
OTA	212	Psychiatric Programming	3	2	3	5
OTA	217	Planning & Implementation of Therapeutic Programs	2	2	0	3
OTA	218	Service Management	1	0	0	1
OTA	221	First Occupational Therapy Level II Fieldwork	0	0	27	9
OTA	223	Senior Topics	1	0	0	1
OTA	224	Second Occupational Therapy Level II Fieldwork	0	0	27	9
TOTALS			42	18	66	73

RELATED COURSES

BIO	107	Anatomy & Physiology I	4	2	0	5
BIO	108	Anatomy & Physiology II	4	2	0	5
BIO	120	Principles of Disease	3	2	0	4
CAS	101	Personal Computer Familiarization	2	2	0	3
OSC	120	Terminology & Vocabulary: Medical I	2	2	0	3
PSY	280	Abnormal Psychology	3	0	0	3
SAF	111	Cardiopulmonary Resuscitation	1	0	0	1
TOTALS			19	10	0	24

GENERAL EDUCATION

ENG	161	Composition I	5	0	0	5
LIB	151	Library Research Skills	2	0	0	2
ORI	100	New Student Seminar	1	0	0	1
PSY	120	Human Growth & Development	3	0	0	3
PSY	155	General Psychology	5	0	0	5
SOC	151	Sociology	5	0	0	5
SPH	151	Voice & Diction	3	0	0	3
TOTALS			24	0	0	24
Electives			3	0	0	3

TOTAL CREDITS for AAS DEGREE

88	28	66	124
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Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete the program in eight quarters, not including developmental courses.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education.

OPERATIONS MANAGEMENT TECHNOLOGY (T-049)

The Operations Management Technology curriculum is designed to educate individuals in the technical aspects of operations management for manufacturing and service industries. The curriculum emphasizes analytical reasoning, problem solving, and continuous improvement concepts required in today's dynamic business and industry environments. These concepts are developed through integrated study in quality and productivity, organizational management and effectiveness, financial analysis, and the management of human, physical, and information resources.

The Operations Management Technology curriculum is structured to meet the educational goals of individuals seeking leadership to meet the educational goals of individuals seeking leadership positions and whose wishing to enhance their professional skills.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
BUS	157	Personnel Law	3	0	0	3
BUS	161	People Skills I: Personal Dynamics	3	0	0	3
BUS	162	People Skills II: Interpersonal Dynamics	3	0	0	3
BUS	163	People Skills III: Organizational Dynamics	3	0	0	3
BUS	169	Compensation & Benefits	3	0	0	3
BUS	201	Performance Management	3	0	0	3
DFT	110	Computer-Aided Drafting I	1	0	3	2
DFT	112	Technical Drafting I	0	0	3	1
ISC	102	Industrial Safety	3	0	0	3
ISC	110	Readings in Industrial Management	1	0	0	1
ISC	120	Readings in Industrial Management	1	0	0	1
ISC	130	Readings in Industrial Management	1	0	0	1
ISC	202	Statistical Quality Assurance	3	0	0	3
ISC	203	Motion Economy	3	0	0	3
ISC	204	Value Analysis	3	0	0	3
ISC	209	Plant Layout	4	0	0	4
ISC	213	Production Planning	4	0	0	4
ISC	231	Manufacturing Processes	5	0	0	5
ISC	232	Labor Relations	4	0	0	4
MKT	239	Marketing	5	0	0	5
TOTALS			56	0	6	58

RELATED COURSES

ACC	151	Principles of Accounting	3	2	0	4
BUS	109	Business Mathematics	5	0	0	5
CAS	105	Introduction to Computers: Managing Software	2	2	0	3
CSC	104	Introduction to Computers: Operating Systems	2	2	0	3
ECO	151	Economics I	3	0	0	3
MAT	101	Algebra I	5	0	0	5
PHY	120	Introduction to the Metric System	3	0	0	3
TOTALS			23	6	0	26

GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ENG	103	Report Writing	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
*		Social Science Electives	6	0	0	6
TOTALS			19	0	0	19

#	Electives	8	0	0	8
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TOTAL CREDITS FOR AAS DEGREE	106	6	6	111
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*Recommended Social Science Electives:
PSY 102, 104, 106, 155; SOC 102, 103, 151

#Cooperative Education Work Experience: Up to 8 credit hours may be taken in lieu of approved courses as indicated by #.

Students enrolled one-half to three-quarter time and making satisfactory progress should complete this program in sixteen quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program is offered in the evening only.

PARALEGAL TECHNOLOGY (T-120)

The Paralegal Technology curriculum trains individuals in basic knowledge and applications of the law to work under the supervision of attorneys. The paralegal/legal assistant can support attorneys by performing routine legal tasks, and assisting with more complicated and difficult legal work. Training will include legal specialty courses such as legal research, real estate, litigation preparation, as well as general subjects such as English, oral communications, mathematics, and computer skills.

Graduates of the Paralegal Technology curriculum are trained to assist an attorney or group of attorneys in many areas of law. A paralegal/legal assistant is not able to practice law, give legal advice or represent clients in a court of law. However, paralegal/legal assistants can represent clients in some administrative hearings. Paralegal graduates will be able to assist in work on probate matters, conduct investigations, search public records, serve and file legal documents, perform library research, and provide office management. Employment opportunities and job descriptions vary greatly depending on whether a paralegal/legal assistant is hired by a private law firm, or a government agency, or a corporation such as a bank or insurance company.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
BUS	166	Business Law I	3	0	0	3
BUS	167	Business Law II	3	0	0	3
CJC	125	Criminal Procedures & NC Court System	3	0	0	3
CJC	205	Evidence	3	0	0	3
LEX	101	Introduction to Paralegalism	3	0	0	3
LEX	102	Legal Writing	3	0	0	3
LEX	103	Legal Research I	1	2	0	2
LEX	115	Criminal Law	3	0	0	3
LEX	205	Business Organization	3	0	0	3
LEX	206	Legal Research II	1	2	0	2
LEX	208	Investigation	3	2	0	4
LEX	210	Real Property & Title Abstracting I	2	2	0	3
LEX	211	Real Property & Title Abstracting II	2	2	0	3
LEX	212	Real Estate Transactions	2	2	0	3
LEX	215	Administrative & Governmental Law	4	0	0	4
LEX	218	Bankruptcy & Collections	4	0	0	4
LEX	220	Family Law	2	2	0	3

LEX	224	Torts	3	0	0	3
LEX	232	Estate Administration	4	2	0	5
LEX	240	Civil Litigation I	5	0	0	5
LEX	241	Civil Litigation II	3	0	0	3
OSC	207	Law Office Management	3	0	0	3
	or					
COE	249	Paralegal Internship/Seminar				
TOTALS			63	16	0	71

RELATED COURSES

ACC	151	Principles of Accounting	3	2	0	4
ACC	229	Taxes	3	2	0	4
BUS	119	Business Mathematics for Paralegals	3	0	0	3
CAS	100	Introduction to Microcomputer Applications	2	0	3	3
LIB	101	Library Skills for Paralegals	1	0	0	1
MAT	101	Algebra I	5	0	0	5
OSC	103	Intermediate Keyboarding	2	0	3	3
OSC	110	Word Processing/WordPerfect	2	0	3	3
TOTALS			21	4	9	26

GENERAL EDUCATION

ENG	161	Grammar & Composition I	5	0	0	5
ENG	162	Grammar & Composition II	5	0	0	5
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
POL	102	National Government	3	0	0	3
POL	103	State & Local Government	3	0	0	3
#PSY	102	General Psychology	3	0	0	3
TOTALS			23	0	0	23
#		Elective	3	0	0	3

TOTAL CREDITS for AAS DEGREE	110	20	9	123
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#Cooperative Education Work Experience:

-Up to 3 credit hours may be substituted for PSY 102.

-Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has accreditation by the American Bar Association.

PHLEBOTOMY (V-168)

A Phlebotomy technician curriculum prepares the graduate to draw blood specimens from patients for the purpose of testing and analyzing blood. The job involves duties related to the preparation and maintenance of equipment used in obtaining blood specimens; the use of appropriate communication skills when working with patients; the selection of venipuncture sites; the care of blood specimens; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
MLA	1100	Concepts of Phlebotomy	10	4	0	12
MLA	1102	Clinical Phlebotomy	0	0	12	4
TOTALS			10	4	12	16
RELATED COURSES						
SAF	111	Cardiopulmonary Resuscitation	1	0	0	1
TOTALS			1	0	0	1
TOTAL CREDITS for CERTIFICATE			11	4	12	17

Cooperative Education Work Experience is not allowed.

Students should complete this program in one quarter.

PRE-BUSINESS ADMINISTRATION (C-004)

Pre-Business Administration is designed for those students who wish to transfer to a senior college or university to pursue majors in the areas of accounting, banking, business administration, economics, finance, management, marketing, quantitative methods, or real estate. Degree plan may vary according to requirements of the senior institution.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ACC	151	Principles of Accounting	3	2	0	4
ACC	152	Principles of Accounting	3	2	0	4
ACC	153	Principles of Accounting	3	2	0	4
BUS	166	Business Law I	3	0	0	3
BUS	167	Business Law II	3	0	0	3
CSC	151	Introduction to Computers	5	0	0	5
ECO	151	Economics I	3	0	0	3
ECO	152	Economics II	3	0	0	3
ECO	153	Economics III	3	0	0	3
ENG	161	Composition I	5	0	0	5
ENG	162	Composition II	5	0	0	5
	or					
ENG	163	Professional and Academic Writing				
HEA	151	Personal & Community Health	3	0	0	3
LIB	151	Library Research Skills	2	0	0	2
MAT	166	Applied Mathematics	5	0	0	5
MAT	180	Statistical Analysis	5	0	0	5
+ORI	100	New Student Seminar	1	0	0	1
PSY	155	General Psychology	5	0	0	5
SOC	151	Sociology	5	0	0	5
SPH	260	Business & Professional Communications	5	0	0	5
* Electives						
		Fine Arts and Humanities	7	0	0	7
		General Elective	3	0	0	3
		Physical Education Electives	0	4	0	2
		Science Electives (at least one Environmental Science)	9	6	0	12
TOTAL CREDITS for AA DEGREE			89	16	0	97

+ORI 101 may also be required by instructor

*Recommended Electives

Fine Arts:

ART 160; MUS 151; SPH 151, 160

General Electives:

MAT 102, 253; SPA 151, 152, 161, 162; BUS 165

Humanities:

ENG 163, 251, 252, 261, 262; HUM 280; PHI 151, 251; REL 151, 160, 161

Physical Education:

PED 151, 160-162, 164, 165, 171, 173, 175, 180, 181, 183, 185, 196-198

Science:

BIO 251, 252, 253, 260, 265; CHM 251, 252, 253, 265; PHY 260, 261, 270

Social Science:

ANT 160, 161; GEO 151, 152; HIS 151, 152, 160, 161; POL 151, 251; PSY 270, 280; SOC 160, 270

#Cooperative Education Work Experience: Up to 6 credit hours may be taken as additional electives though they do not count toward graduation.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

PRE-EDUCATION (ELEMENTARY) (C-020)

Pre-Education (Elementary) is designed for students who plan to transfer to senior institutions and major in elementary education.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ANT	161	Societies Around the World	5	0	0	5
	or					
SOC	151	Sociology				
CSC	151	Introduction to Computers	5	0	0	5
EDU	151	Introduction to Exceptional Children	3	0	0	3
EDU	152	Early Experiences for the Prospective Teacher	1	2	0	2
ENG	161	Composition I	5	0	0	5
ENG	162	Composition II	5	0	0	5
ENG	261	American Literature I	3	0	0	3
ENG	262	American Literature II	3	0	0	3
GEO	151	Introduction to Geography	5	0	0	5
HEA	151	Personal & Community Health	3	0	0	3
HIS	151	American History I	5	0	0	5
	or					
HIS	152	American History II				
HIS	160	World History to 1500	5	0	0	5
	or					
HIS	161	World History Since 1500				
LIB	151	Library Research Skills	2	0	0	2
MAT	251	Basic Concepts of Math I	5	0	0	5
MAT	253	Basic Concepts of Math II	3	2	0	4
MUS	151	Music Appreciation	3	0	0	3
	or					
ART	160	Art Appreciation				
+ORI	100	New Student Seminar	1	0	0	1
PED	151	Foundations in Physical Education	2	0	0	2
POL	251	Introduction to U.S. Government	5	0	0	5
	or					
ECO	151	Economics I				
	and					
ECO	152	Economics II				

PSY	155	General Psychology	5	0	0	5
SPH	151	Voice & Diction	3	0	0	3
	or					
SPH	160	Public Speaking				
* Electives						
		General Electives	5	0	0	5
		Physical Education Electives	0	2	0	1
		Science Electives	9	6	0	12
		(Select 2 biological sciences and 1 physical science; or 2 physical sciences and 1 biological science)				
TOTAL CREDITS for AA DEGREE			91	12	0	97

ORI 101 may also be required by instructor

Elective credits should be selected based on the student's prospective teaching field.

Recommended Electives

General:

ACC 151, 152, 153; ANT 160; ART 160; BUS 165, 166, 167; ECO 151, 152, 153; GEO 152; HIS 151, 152, 160, 161; HUM 280; MAT 102, 151, 166, 180; MUS 151, 170; PHI 151, 251; POL 151, 251; PSY 270, 280; REL 151, 160, 161; SOC 151, 160, 270; SPA 151, 152, 161, 162; SPH 260

Physical Education:

PED 160-162, 164, 165, 171, 173, 175, 180, 181, 183, 185, 196-198

Science:

BIO 251, 252, 253, 260, 265; CHM 251, 252, 253, 265; PHY 260, 261, 270

Cooperative Education Work Experience: Up to 6 credit hours may be taken as additional electives though they do not count toward graduation.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

PRE-EDUCATION (SECONDARY) (C-028)

Pre-Education (Secondary) is designed for students who plan to transfer to senior institutions and major in secondary education and then teach in high school. Students take the same courses as pre-liberal arts students, with elective hours chosen in the area of major interest.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
CSC	151	Introduction to Computers	5	0	0	5
ENG	161	Composition I	5	0	0	5
ENG	162	Composition II	5	0	0	5
	or					
ENG	163	Professional and Academic Writing				
HEA	151	Personal & Community Health	3	0	0	3
LIB	151	Library Research Skills	2	0	0	2
+ORI	100	New Student Seminar	1	0	0	1
PSY	240	Psychology of Adolescence	5	0	0	5
*		Electives				
		General	22	0	0	22
		Humanities and Fine Arts	12	0	0	12
		Math	5	0	0	5
		Physical Education	0	4	0	2
		Science	9	6	0	12
		Social Science	15	0	0	15
		Speech/Oral Communications	3	0	0	3
TOTAL CREDITS for AA DEGREE			92	10	0	97

+ORI 101 may also be required by instructor

*Elective credits should be selected based on student's prospective teaching field.

*Recommended Electives

Fine Arts:

ART 160; MUS 151; SPH 151, 160, 260

General:

ACC 151, 152, 153; BUS 165, 166, 167; MAT 102, 166, 180, 253; SPA 151, 152, 161, 162

Humanities:

ENG 163, 251, 252, 261, 262; HUM 280; PHI 151, 251; REL 151, 160, 161

Physical Education:

PED 151, 160-162, 164, 165, 171, 173, 175, 180, 181, 183, 185, 196-198

Math:

MAT 151, 251

Science:

BIO 251, 252, 253, 260, 265; CHM 251, 252, 253, 265; PHY 260, 261, 270

Social Science:

ANT 160, 161; ECO 151, 152, 153; GEO 151, 152; HIS 151, 152, 160, 161;
POL 151, 251; PSY 155, 270, 280; SOC 151, 160, 270

Speech:

SPH 151, 160, 260

#Cooperative Education Experience: Up to 6 credit hours may be taken as additional electives though they do not count toward graduation.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

PRE-LIBERAL ARTS (C-011)

The Pre-Liberal Arts curriculum is designed for students who intend to transfer to a senior college for their four-year degrees and for people who wish a liberal arts education ending in a two-year degree. Students take general college courses, including courses in English, math, biology, speech, health, physical education, and social sciences such as sociology and history. Because the program is general, many students who have not decided on a major select pre-liberal arts. Adjustments can be made to meet the general education requirements of most colleges and universities.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
CSC	151	Introduction to Computers	5	0	0	5
ENG	161	Composition I	5	0	0	5
ENG	162	Composition II	5	0	0	5
	or					
ENG	163	Professional and Academic Writing				
HEA	151	Personal & Community Health	3	0	0	3
LIB	151	Library Research Skills	2	0	0	2
+ORI	100	New Student Seminar	1	0	0	1
*		Electives				
		General	19	0	0	19
		Humanities and Fine Arts	15	0	0	15
		Math	5	0	0	5
		Physical Education	0	4	0	2
		Science	9	6	0	12
		Social Science	20	0	0	20
		Speech/Oral Communications	3	0	0	3
TOTAL CREDITS for AA DEGREE			92	10	0	97

+ORI 101 may also be required by instructor

*Recommended Electives

Fine Arts:

ART 160; MUS 151; SPH 151, 160, 260

General:

ACC 151, 152, 153; BUS 165, 166, 167; MAT 102, 166, 180, 253; SPA 151, 152, 161, 162

Humanities:

ENG 163, 251, 252, 261, 262; HUM 280; PHI 151, 251; REL 151, 160, 161

Math:

MAT 151, 166, 251

Physical Education:

PED 151, 160-162, 164, 165, 171, 173, 175, 180, 181, 183, 185, 196-198

Science:

BIO 251, 252, 253, 260, 265; CHM 251, 252, 253, 265; PHY 260, 261, 270

Social Science:

ANT 160, 161; ECO 151, 152, 153; GEO 151, 152; HIS 151, 152, 160, 161;
POL 151, 251; PSY 155, 270, 280; SOC 151, 160, 270

Speech:

SPH 151, 160, 260

Cooperative Education Work Experience: Up to 6 credit hours may be taken as additional electives though they do not count toward graduation.

Students enrolled full-time and making satisfactory progress should complete this program in eight quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

RADIATION THERAPY TECHNOLOGY (T-221)

Radiation Therapy Technology is a health science which applies prescribed doses of ionizing radiation to specific areas of the patient's body for treatment of disease, primarily cancer. The technologist works in conjunction with the radiation therapy staff nurses, physicists, and physicians. The technologist through academic and clinical studies, is skilled in treatment management, administration of prescribed radiation therapy treatment, and provision of patient support.

Radiation therapy technologists find employment in radiation therapy facilities in hospitals and free-standing cancer treatment centers. Major responsibilities fall into the specialties of patient care, patient education, research, and treatment planning (dosimetry).

Graduates are eligible to take the national examination given by the American Registry of Radiologic Technologists for certification and registration in radiation therapy technology.

Individuals preparing for enrollment in the curriculum should consider completion of courses in biology, geometry, and algebra prior to entrance. Courses in chemistry and physics have also proven to be helpful.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
BIO	210	Radiation Biology	4	0	0	4
RAD	101	Radiologic Technology I	4	2	0	5
RAD	102	Radiologic Technology II	4	0	0	4
RAD	103	Radiologic Technology III	4	0	0	4
RAD	111	Radiographic Positioning	4	2	0	5
RAD	112	Clinical Education	1	2	12	6
RAD	113	Clinical Education	1	4	15	8
RAD	115	Studies in Pathology	0	2	0	1
RAD	201	Radiation Therapy Physics	3	0	0	3
RAD	209	Radiation Therapy Practicum I	0	0	18	6
RAD	211	Radiologic Physics	3	2	0	4
RAD	219	Radiation Therapy Practicum IV	0	0	33	11
RAD	220	Oncology	3	0	0	3
RAD	221	Radiation Oncology I	3	0	0	3
RAD	222	Radiation Oncology II	3	0	0	3
RAD	223	Radiation Oncology III	3	0	0	3
RAD	224	Radiation Physics I	3	0	0	3
RAD	232	Radiation Therapy Practicum II	0	0	18	6
RAD	233	Radiation Therapy Practicum III	0	0	21	7

RAD	238	Dosimetry	3	0	0	3
RAD	239	Clinical Oncology I	3	0	0	3
RAD	240	Clinical Oncology II	3	0	0	3
TOTALS			52	14	117	98

RELATED COURSES

BIO	107	Anatomy & Physiology I	4	2	0	5
BIO	108	Anatomy & Physiology II	4	2	0	5
CAS	101	Personal Computer Familiarization	2	2	0	3
MAT	101	Algebra I	5	0	0	5
SAF	111	Cardiopulmonary Resuscitation	1	0	0	1
TOTALS			16	6	0	19

GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	155	General Psychology	5	0	0	5
SOC	151	Sociology	5	0	0	5
SPH	160	Public Speaking	3	0	0	3
TOTALS			20	0	0	20

Electives	3	0	0	3
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TOTAL CREDITS for AAS DEGREE	91	20	117	140
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Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in eight quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has accreditation by the Joint Review Committee on Education in Radiography.

DIPLOMA

Graduates of the Radiologic Technology curriculum have an option of a one-year Radiation Therapy diploma by completing the following courses:

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
BIO	210	Radiation Biology	4	0	0	4
RAD	201	Radiation Therapy Physics	3	0	0	3
RAD	209	Radiation Therapy Practicum I	0	0	18	6
RAD	219	Radiation Therapy Practicum IV	0	0	33	11
RAD	220	Oncology	3	0	0	3
RAD	221	Radiation Oncology I	3	0	0	3
RAD	222	Radiation Oncology II	3	0	0	3
RAD	223	Radiation Oncology III	3	0	0	3
RAD	224	Radiation Physics I	3	0	0	3
RAD	232	Radiation Therapy Practicum II	0	0	18	6
RAD	233	Radiation Therapy Practicum III	0	0	21	7
RAD	238	Dosimetry	3	0	0	3
RAD	239	Clinical Oncology I	3	0	0	3
RAD	240	Clinical Oncology II	3	0	0	3
TOTALS			31	0	90	61

RELATED COURSES

SAF	111	Cardiopulmonary Resuscitation 1		0	0	1
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GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
SOC	151	Sociology	5	0	0	5
TOTALS			9	0	0	9

TOTAL CREDITS for DIPLOMA

41	0	90	71
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RADIOGRAPHY (T-061)

The radiography technology curriculum prepares graduates to use radiation to provide images of tissues, organs, bones, and vessels that comprise the human body. The curriculum includes instruction in patient care and management, radiation protection, imaging procedures, quality assurance, recording media processing, equipment maintenance, interpersonal communication, and professional responsibility through an integration of classroom, laboratory, and clinical education. The radiographer is a skilled healthcare professional qualified to provide patient services using imaging modalities as directed by qualified physicians.

Graduates may be employed in radiology departments in hospitals, clinics, physicians' offices, research and medical laboratories, and federal and state agencies and industry.

Graduates of accredited programs are eligible to apply to take the national examination administered by the American Registry of Radiologic Technologists for certification and registration as medical radiographers.

Individuals desiring a career in radiography should take courses in biology, algebra, and the physical sciences prior to entering the program.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
BIO	210	Radiation Biology	4	0	0	4
RAD	101	Radiologic Technology I	4	2	0	5
RAD	102	Radiologic Technology II	4	0	0	4
RAD	103	Radiologic Technology III	4	0	0	4
RAD	104	Radiologic Technology IV	4	2	0	5
RAD	111	Radiographic Positioning	4	2	0	5
RAD	112	Clinical Education	1	2	12	6
RAD	113	Clinical Education	1	4	15	8
RAD	116	Clinical Education	1	2	15	7
RAD	205	Radiologic Technology V	4	2	0	5
RAD	206	Radiographic Pathology	3	0	0	3
RAD	208	Radiologic Technology VI	6	0	0	6
RAD	211	Radiologic Physics	3	2	0	4
RAD	212	Clinical Education	1	0	18	7
RAD	213	Clinical Education	1	0	18	7
RAD	214	Clinical Education	1	0	18	7
RAD	218	Clinical Education	1	0	18	7
TOTALS			47	18	114	94

RELATED COURSES

BIO	107	Anatomy & Physiology I	4	2	0	5
BIO	108	Anatomy & Physiology II	4	2	0	5
CAS	101	Personal Computer Familiarization	2	2	0	3
MAT	101	Algebra I	5	0	0	5
SAF	111	Cardiopulmonary Resuscitation	1	0	0	1
TOTALS			16	6	0	19

GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	155	General Psychology	5	0	0	5
SOC	151	Sociology	5	0	0	5
SPH	160	Public Speaking	3	0	0	3
TOTALS			20	0	0	20
Electives			3	0	0	3

TOTAL CREDITS for AAS DEGREE

86	24	114	136
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Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in eight quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has accreditation by the Joint Review Committee on Education in Radiography.

REAL ESTATE (TECHNICAL SPECIALTY) (T-166)

The purpose of the Real Estate (Technical Specialty) curriculum is to provide the prelicensing education requirements needed for real estate salespersons and brokers.

The courses required by the North Carolina Real Estate Commission for prelicensing which are covered in this curriculum are Fundamentals of Real Estate, Real Estate Law, Real Estate Finance, and Brokerage Operations. In addition to these courses, Real Estate Math is also included.

After successful completion of Fundamentals of Real Estate, an individual may make application with the Real Estate Commission to take the prelicensing real estate salesperson examination. After successful completion of all the courses required by the Real Estate Commission, an individual may make application with the Commission to take the real estate prelicensing broker examination.

Employment opportunities are available in real estate firms as salespersons or brokers as well as a real estate broker in one's own business.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
RLS	101	Fundamentals of Real Estate: Salesman	6	0	0	6
RLS	102	Fundamentals of Real Estate: Law	3	0	0	3
RLS	103	Fundamentals of Real Estate: Finance	3	0	0	3
RLS	104	Fundamentals of Real Estate: Broker	3	0	0	3
TOTALS			15	0	0	15

RELATED COURSES

CLS	100	Introduction to Microcomputer Applications	2	0	3	3
CLS	105	Fundamentals of Real Estate: Math	3	0	0	3
TOTALS			5	0	3	6

TOTAL CREDITS for CERTIFICATE	20	0	3	21
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Cooperative Education Work Experience is not allowed.

Students making satisfactory progress should complete this program in three quarters.

REAL ESTATE APPRAISAL (T-224)

The purpose of the Real Estate Appraisal curriculum is to provide the prelicensing and pre certification appraisal education requirements approved by the N. C. Real Estate Commission.

The courses required by the N. C. Real Estate Commission for prelicensing as a "state licensed" appraiser are covered in this curriculum. These courses are Introduction of Real Estate Appraisal, Valuation Principles and Procedures, and Applied Residential Property Valuation.

The courses required by the N. C. Real Estate Commission for pre-certification as a "state certified" appraiser are also provided. These courses are Introduction to Income Property Appraisal, Advanced Income Capitalization Procedures, and Applied Income Property Valuation. A good math background is very important in this curriculum. It is recommended that a student have mastered competencies found in a basic algebra course before taking Advanced Income Capitalization Procedures.

The courses required for the "state-licensed" appraiser and the "state-certified" appraiser must be completed in sequential order.

In addition to meeting the education requirements to become a "state-licensed" appraiser and/or a "state-certified" appraiser, an individual must pass the appraisal examination given by the N. C. Real Estate Commission and meet the appraisal experience requirements. A "state-licensed" or "state-certified" appraiser will be able to identify himself or herself to the public as being state licensed and/or state certified, and will be qualified to perform appraisals in federally related transactions.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
APR	110	Intro. to Real Estate Appraisal	3	0	0	3
APR	111	Valuation Principles & Procedures	3	0	0	3
APR	112	Applied Residential Property Valuation	3	0	0	3
APR	113	Intro. to Income Property Appraisal	3	0	0	3
APR	114	Advanced Income Capitalization Procedures	3	0	0	3
APR	115	Applied Income Property Valuation	3	0	0	3
TOTAL CREDITS FOR CERTIFICATE			18	0	0	18

Cooperative Education Work Experience is not allowed.

Students making satisfactory progress should complete this program in three quarters.

RESIDENTIAL CARPENTRY (V-007)

The Residential Carpentry curriculum trains students to construct and make repairs to residential structures using standard building materials and hand and power tools. This curriculum is designed to teach carpentry skills and a general knowledge of residential construction. Instruction also includes the study of mathematics, blueprint reading, building codes and energy efficient construction.

Graduates will have a working knowledge of building materials, concrete form construction, rough framing, roofing, stair construction, insulation and the application of interior and exterior trim.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters and other related job titles.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
+CAB	1102	Carpentry: Millwork & Cabinetmaking	3	0	15	8
CAR	1101	Carpentry	3	0	15	8
CAR	1103	Carpentry: Framing	3	0	15	8
CAR	1104	Carpentry: Finishing	3	0	18	9
CAR	1113	Carpentry: Estimating	3	0	3	4
CAR	1114	Building Codes	3	0	0	3
TOTALS			18	0	66	40

RELATED COURSES

BPR	1110	Blueprint Reading: Building Trades	3	0	0	3
BPR	1111	Blueprint Reading & Sketching I	3	0	0	3
BPR	1112	Blueprint Reading & Sketching II	3	0	0	3
BUS	1103	Small Business Operations	3	0	0	3
MAT	100	Fundamentals of Mathematics	5	0	0	5
MAT	1112	Building Trades Math	3	0	0	3
TOTALS			20	0	0	20

GENERAL EDUCATION

ENG	1102	Communication Skills	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	1101	Human Relations	3	0	0	3
#RED	1101	Reading Improvement	2	0	0	2
TOTALS			9	0	0	9

TOTAL CREDITS for DIPLOMA

47	0	66	69
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+CAB 1109, 1110, and 1111 series is equivalent to CAB 1102

#Cooperative Education Work Experience: Up to 2 credit hours may be substituted for RED 1101.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

RESPIRATORY CARE TECHNOLOGY (T-091)

Respiratory Care Technology offers career education for individuals interested in becoming a respiratory therapy technician or respiratory therapist.

The respiratory therapist is qualified to assume primary responsibility for respiratory and cardiac care, including the supervision of technicians. The therapist makes patient care decisions concerning the use of life-support systems, oxygen therapy and other breathing treatments. They also perform heart and lung studies. Graduates of the therapist program receive an associate degree.

The technician performs tasks which include oxygen therapy, breathing treatments and equipment maintenance. Graduates of the technician program receive a diploma.

Graduates of accredited programs are eligible to apply for admission to the entry-level examination. Graduates of an accredited therapist program are also eligible to take the advanced practitioner examinations. These examinations are given by the National Board for Respiratory Care.

Pitt Community College provides the two-year (seven quarter) associate degree Respiratory Care Technology program. This program prepares the student as a respiratory therapist which meets the specific needs of our user community.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
RSP	101	Respiratory Care I	3	2	0	4
RSP	102	Respiratory Care II	3	2	0	4
RSP	104	Cardiopulmonary Anatomy & Physiology	3	0	0	3
RSP	105	Pharmacology	3	0	0	3
RSP	107	Acid Base Chemistry	3	0	0	3
RSP	108	Continuous Mechanical Ventilation I	3	2	0	4
RSP	110	Pathology	4	0	0	4
RSP	111	Diagnostic & Therapeutic Procedures	2	2	0	3
RSP	120	Clinical Practice I	0	0	6	2
RSP	121	Clinical Practice II	0	0	18	6
RSP	122	Clinical Practice III	0	0	18	6
RSP	201	Continuous Mechanical Ventilation II	2	2	0	3

RSP	203	Perinatology & Pediatrics	2	2	0	3
RSP	204	Pediatric Pathophysiology	3	0	0	3
RSP	205	Cardiopulmonary Function	3	2	0	4
RSP	208	Seminar	3	0	0	3
RSP	220	Clinical Practice IV	0	0	18	6
RSP	221	Clinical Practice V	0	0	18	6
RSP	222	Clinical Practice VI	0	0	24	8
TOTALS			37	14	102	78

RELATED COURSES

BIO	107	Anatomy & Physiology I	4	2	0	5
BIO	108	Anatomy & Physiology II	4	2	0	5
BIO	120	Principles of Disease	3	2	0	4
BIO	206	Microbiology	3	2	0	4
CHM	105	General Chemistry	3	2	0	4
MAT	101	Algebra I	5	0	0	5
SAF	111	Cardiopulmonary Resuscitation	1	0	0	1
TOTALS			23	10	0	28

GENERAL EDUCATION

ENG	101	Grammar & Composition I	3	0	0	3
ENG	102	Grammar & Composition II	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
ORI	100	New Student Seminar	1	0	0	1
PSY	102	General Psychology	3	0	0	3
PSY	104	Human Relations	3	0	0	3
SOC	102	Principles of Sociology	3	0	0	3
TOTALS			19	0	0	19
Elective			3	0	0	3

TOTAL CREDITS for AAS DEGREE	82	24	102	128
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Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has Accreditation by the Joint Review Committee for Respiratory Therapy Education.

SURVEYING TECHNOLOGY (T-125)

This program is designed to provide training for technicians in the many areas of surveying. Surveyors are involved in land surveying, route surveying, photogrammetry, mapping, and other areas of land description and measurements. Nearly all construction of buildings, bridges, dams, highways, airfields, and other engineered projects requires one or more types of surveying.

Students will be trained as technicians to work with skilled professionals as instrument men, party chiefs, surveying aides, highway surveyors, mappers, and in many other surveying activities. Graduates of this program will be prepared to pursue the requirements necessary to become a registered land surveyor.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLIN/ CREDIT			
			CLASS	LAB	SHOP	HOURS
SRV	101	Surveying	2	0	6	4
SRV	102	Surveying	2	0	6	4
SRV	103	Surveying	2	0	6	4
TOTALS			6	0	18	12
RELATED COURSES						
DFT	101	Technical Drafting	1	0	3	2
MAT	101	Algebra I	5	0	0	5
MAT	102	Trigonometry	5	0	0	5
TOTALS			11	0	3	12
TOTAL CREDITS for CERTIFICATE			17	0	21	24

Cooperative Education Work Experience is not allowed.

This is primarily an evening program, and course offerings will vary quarter to quarter.

WELDING (V-050)

The Welding curriculum gives students a sound understanding of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops, and many others.

COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
+WLD	1122	Commercial & Industrial Practices	2	0	9	5
+WLD	1123	Inert Gas Welding	3	0	12	7
+WLD	1124	Pipe Welding	3	0	12	7
+WLD	1125	Certification Practices	3	0	6	5
+WLD	1141	Beginning Welding	5	0	15	10
+WLD	1142	Intermediate Welding	5	0	15	10
TOTALS			21	0	69	44

RELATED COURSES

BPR	1104	Blueprint Reading: Mechanical	3	0	0	3
BPR	1117	Blueprint Reading: Welding	3	0	0	3
BUS	1105	Industrial Organization	3	0	0	3
MAT	1103	Basic Geometry & Trigonometry	5	0	0	5
MEC	1112	Machine Shop Processes	1	0	3	2
TOTALS			15	0	3	16

GENERAL EDUCATION

MAT	100	Fundamentals of Mathematics	5	0	0	5
ORI	100	New Student Seminar	1	0	0	1
RED	1101	Reading Improvement	2	0	0	2
TOTALS			8	0	0	8

#		Electives	3	0	0	3
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TOTAL CREDITS for DIPLOMA			47	0	72	71
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ADDITIONAL COURSES for ADVANCED DIPLOMA

MAJOR COURSES

WLD	1140	Welding Power Sources	3	0	3	4
WLD	1143	Non-Destructive Testing & Inspection	2	0	6	4
WLD	1144	Welding Fabrication: Layout/ Pipefitting I	2	0	3	3
WLD	1145	Welding Fabrication: Layout/ Pipefitting II	2	0	6	4
WLD	1147	Pipe & Tube Welding: Layout	3	0	12	7
WLD	1148	Advanced Gas Shielded Arc Welding for Pipefitting	2	0	6	4
WLD	1153	Automated Welding: Theory & Practice	3	0	3	4
TOTALS			17	0	39	30

RELATED COURSES

BPR	1156	Blueprint Reading for Advanced Welding	2	2	0	3
MEC	1115	Metallurgy: Ferrous Metals	2	2	0	3
TOTALS			4	4	0	6

TOTAL CREDITS for ADV. DIPLOMA	68	4	111	107
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WLD 1110 and 1111 are equivalent to WLD 1122
WLD 1151 and 1152 are equivalent to WLD 1123
WLD 1113 and 1114 are equivalent to WLD 1124
WLD 1138 and 1139 are equivalent to WLD 1125
WLD 1104, 1105 and 1106 are equivalent to WLD 1141
WLD 1107, 1108 and 1109 are equivalent to WLD 1142

#Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

The student may obtain a welding certificate by a combination of any of the following courses:

CERTIFICATE FOR WELDING

MAJOR COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
WLD	1122	Commercial and Industrial Practices	2	0	9	5
WLD	1123	Inert Gas Welding	3	0	12	7
WLD	1124	Pipe Welding	3	0	12	7
WLD	1125	Certification Practices	3	0	6	5
WLD	1141	Beginning Welding	5	0	15	10
WLD	1142	Intermediate Welding	5	0	15	10

RELATED COURSES

BPR	1104	Blueprint Reading	3	0	0	3
BPR	1117	Blueprint Reading: Welding	3	0	0	3

TOTAL CREDITS FOR CERTIFICATE

27

DEVELOPMENTAL COURSES

DEVELOPMENTAL COURSES

If students, as a result of placement tests, are found to be deficient in English, mathematics, reading, and science skills, they will be required to take the appropriate courses from the following lists.

COURSE AND HOUR REQUIREMENTS

DEVELOPMENTAL COURSES			CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ENGLISH						
ENG	086	Introduction to Basic English	5	0	0	5
ENG	087	Basic English I	5	0	0	5
ENG	088	Basic English II	5	0	0	5
ENG	089	Basic English III	5	0	0	5
ENG	101A	Grammar and Composition I Lab	0	2	0	1
ENG	102A	Grammar and Composition II Lab	0	2	0	1
MATHEMATICS						
MAT	090	Developmental Mathematics	5	0	0	5
MAT	100R	Computational Skills	5	0	0	5
MAT	100	Fundamentals of Mathematics	5	0	0	5
*MAT	101	Algebra I	5	0	0	5
*MAT	103	Algebra II	4	0	0	4
*MAT	145	Intermediate Algebra	4	0	0	4
SCIENCE						
+BIO	101	Basic Anatomy & Physiology	5	0	0	5
#CHM	106	Organic & Biochemistry	3	2	0	4
#CHM	110	Chemistry for Health Sciences	3	2	0	4

*Developmental for college transfer curriculums only

+Developmental for Pre-Health Sciences curriculums only

#Developmental for Pre-Nursing curriculums only

NOTE: Developmental courses do not meet elective or graduation requirements.

COURSE DESCRIPTIONS

COURSE PREFIX IDENTIFICATION

DEPT	IDENTIFICATION	PAGE
ACC	ACCOUNTING; TAXES	198
AHR	AIR CONDITIONING, HEATING & REFRIGERATION	200
ANT	ANTHROPOLOGY	205
APR	APPRAISAL	205
ARC	ARCHITECTURE	208
ART	ART	211
ATR	AUTOMATION TRAINING, AUTOMATION & ROBOTICS	211
AUT	AUTOMOTIVE	211
BIO	BIOLOGY	215
BPR	BLUEPRINT READING	218
BUS	BUSINESS	221
CAB	CABINETMAKING	227
CAR	CARPENTRY	228
CAS	COMPUTER APPLICATION	230
CHM	CHEMISTRY	232
CIV	CIVIL	234
CJC	CRIMINAL JUSTICE	234
COE	COOPERATIVE EDUCATION	238
COR	CORRECTIONAL SCIENCE	240
COS	COSMETOLOGY	241
CSC	COMPUTER LANGUAGE PROGRAMS	243
DES	DESIGN (CREATIVE AND AESTHETIC)	250
DFT	DRAFTING	253
ECO	ECONOMICS	255
EDU	EDUCATION	256
ELC	ELECTRICAL	260
ELN	ELECTRONICS	266
ENG	ENGLISH	272
GEO	GEOGRAPHY	275
GRO	GERONTOLOGY	276
HEA	HEALTH	276
HIS	HISTORY	277
HSE	HUMAN SERVICES	277
HUM	HUMANITIES	281
HYD	HYDRAULICS AND PNEUMATICS	281
INS	INSURANCE	282
ISC	INDUSTRIAL SCIENCE	285
LEX	LEGAL EDUCATION	287
LIB	LIBRARY SCIENCE	291
MAS	MASONRY	291
MAT	MATHEMATICS	293
MEC	MECHANICS	296

MED	MEDICAL ASSISTING	306
MHT	MENTAL HEALTH	308
MKT	DISTRIBUTION & MARKETING	309
MLA	MEDICAL LABORATORY	311
MNT	MAINTENANCE	311
MRE	MEDICAL RECORDS (Health Information Technology)	313
MUS	MUSIC	317
NUR	NURSING	317
ORI	ORIENTATION	319
OSC	OFFICE SCIENCE EDUCATION	319
OTA	OCCUPATIONAL THERAPY	324
PED	PHYSICAL EDUCATION	329
PFT	PIPEFITTING	331
PHI	PHILOSOPHY	332
PHO	PHOTOGRAPHY	332
PHY	PHYSICS	333
PLU	PLUMBING	335
POL	POLITICAL SCIENCE	335
PSY	PSYCHOLOGY	336
RAD	RADIOGRAPHY	339
RED	READING	351
REL	RELIGION	351
RLS	REAL ESTATE	352
RSP	RESPIRATORY CARE	353
SAF	SAFETY	357
SOC	SOCIOLOGY	358
SPA	SPANISH	359
SPH	SPEECH	360
SRV	LAND AND CONSTRUCTION SURVEYING	361
WLD	WELDING	362

ACCOUNTING

ACC	151	PRINCIPLES OF ACCOUNTING	3	2	0	4
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Prerequisites: BUS 109, or BUS 119 or permission of instructor
 Basic accounting concepts as applied to a single proprietorship. Practical problem requiring the use of journals and general ledgers, preparation and analysis of work sheets, the balance sheet, and income statements.

ACC	152	PRINCIPLES OF ACCOUNTING	3	2	0	4
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Prerequisites: ACC 151
 An expanded study of the accounting cycle with emphasis on the recording, summarizing, and interpreting of data for management control. Includes a study of payrolls, federal and state taxes, and basic applications for computerized accounting.

ACC	153	PRINCIPLES OF ACCOUNTING	3	2	0	4
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Prerequisites: ACC 152
 Partnership and corporation accounting, including a study of financial statement analysis and use of financial ratios.

ACC	222	INTERMEDIATE ACCOUNTING	5	2	0	6
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Prerequisites: ACC 153
 Corequisites: ACC 232
 Intensive review of the accounting cycle, including study of financial statements and closing procedures. Includes a more detailed study of current assets including cash, temporary investments, receivables, and inventories.

ACC	223	INTERMEDIATE ACCOUNTING	5	2	0	6
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Prerequisites: ACC 222
 Corequisites: ACC 233
 Advanced study of inventories, investments, and intangible assets. Examine long-term liabilities and stockholder's equity accounts and the statements of change in financial position.

ACC	225	COST ACCOUNTING	3	2	0	4
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Prerequisites: ACC 153 or permission of instructor
 Nature and purposes of cost accounting. Includes accounting for direct labor, materials, and factory overhead; job cost and standard cost principles and procedures; selling and distribution costs; budgets; and executive use of cost figures.

				Clin/ Credit
				Class Lab Shop Hours

ACC	229	TAXES	3	2	0	4
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Prerequisites: ACC 153 or permission of instructor
 Federal and state income tax preparation. Includes preparation of income tax forms for sole proprietorship, recording partnership income on the individual return, calculation of capital gains, accounting for rental property, and calculation of self-employment.

ACC	232	AUDITING I	3	0	0	3
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Prerequisites: ACC 153
 Corequisites: ACC 222
 An introductory study of the discipline and profession of auditing. The course will stress professional responsibilities and ethics in a presentation of the audit process. The student will be exposed to methods of generating audit evidence, internal control structures, audit program planning, and the audit report.

ACC	233	AUDITING II	3	0	0	3
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Prerequisites: ACC 232
 Corequisites: ACC 223
 A continuation and expansion of ACC 232. This course will provide the student with a more detailed understanding of such topics as: statistical sampling and analysis, audit program development, professional responsibilities, and the reporting function. The student will be required to complete a computerized and/or manual audit simulation to fulfill course criteria.

ACC	235	ACCOUNTING THEORY AND ADVANCED TOPICS	2	2	0	3
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Prerequisites: ACC 153 or permission of instructor
 An examination of accounting theory, governmental accounting, accounting for nonprofit entities, and mergers and acquisitions.

ACC	270	COMPUTER APPLICATIONS OF ACCOUNTING	2	2	0	3
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Prerequisites: ACC 153
 Computerized practice set on the computer. The student works with accounts receivable, payroll, general ledger, and accounts payable in a comprehensive accounting system.

This course has a lab fee of \$2.50 per lab/clinical/shop hour.

AIR CONDITIONING, HEATING AND REFRIGERATION

AHR	101	AIR CONDITIONING & REFRIGERATION	3	0	3	4
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Prerequisites: None

Introduction to the air conditioning and refrigeration field and to terminology relating to heating and cooling systems. Topics included are the basic laws of refrigeration heat and heat transfer methods, servicing tools and equipment, and tubing and fittings. Shop practice will be given in operations such as tube bending, flaring, swaging, and soldering.

AHR	103	APPLIED ELECTRICITY FOR HVAC	2	0	3	3
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Prerequisites: None

Corequisites: AHR 150

The use of test instruments and equipment used in servicing electrical apparatus for air conditioning and heating systems and procedures for troubleshooting the various electrical devices used in air conditioning and heating equipment. Students will learn how to use test instruments to analyze performance and troubleshoot malfunctions of transformers, various types of motors and starting devices, switches, electrical heating devices, and wiring.

AHR	104	APPLIED ELECTRONICS FOR HVAC	2	0	3	3
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Prerequisites: None

Common electronic control components utilized in HVAC systems. Emphasis is placed upon identifying different electronic components and their functions in HVAC system and motor drive control circuits. Students will learn how to identify these components, describe their functions in control circuitry, and to use test instruments to measure electronic circuit values and to identify malfunctions.

AHR	115	FUNDAMENTALS OF HEATING	2	2	0	3
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Prerequisites: None

An introduction to the fundamentals of warm air heat, including oil, gas, and electric forced-air systems. Emphasis is placed upon terminology, operating principles, theory, components and materials utilized in installation and servicing.

AHR	116	SERVICING HEATING EQUIPMENT	3	0	9	6
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Prerequisites: None

An introduction to the servicing and repair procedures for electric, gas, and oil warm air systems. Emphasis is placed on students' hands-on practice in servicing, the analysis of operating malfunctions, and the repair of system components. Students

will learn systematic procedures for diagnosing and repairing mechanical and electrical malfunctions.

AHR	117	AIR CONDITIONING SERVICING	3	0	12	7
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Prerequisites: None

Installation, routine servicing, problem diagnosis, and repair air-cooled air conditioning systems. Emphasis is placed on the correct methods for locating, assembling, wiring, connecting to duct systems, charging, and system start-up and performance checks. Additional emphasis is placed on systematic problem diagnosis and repair procedures for refrigeration, electrical, and control system malfunctions. Students will learn how to properly install, perform routine service maintenance on, evaluate the cooling performance of, and apply systematic problem diagnosis and repair procedures to room cooling units and split and packaged systems.

AHR	121	PRINCIPLES OF REFRIGERATION	3	0	9	6
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Prerequisites: None

An introduction to the principles of refrigeration. Emphasis is given to terminology, safety, and the use and care of component parts of refrigeration systems, and refrigerant piping practices. Students will have an opportunity to practice working with hand tools, materials, and piping in order to develop basic skills in the installation service and repair of the refrigeration components of air conditioning systems.

AHR	123	FUNDAMENTALS OF AIR CONDITIONING	5	0	0	5
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Prerequisites: None

Principles of air-cooled air conditioning systems operation including room cooling units and split and packaged air-to-air systems. Emphasis is placed on terminology, components, and the measuring and control of factors affecting air movement and cleaning, temperature and humidity control. Students will learn how to calculate the cooling comfort needs of a conditioned space; use psychrometric charts to determine equipment performance needs to produce optimum temperature and humidity control; and how manufacturer's performance specifications are utilized to determine air distribution system requirements.

AHR	130	ALL WEATHER SYSTEMS: CONVENTIONAL	2	0	6	4
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Prerequisites: None

Principles of combination heating and cooling systems, including gas-electric, and other combination systems. Emphasis is placed on proper components and installation of a complete all-weather system. Students will learn how to construct, test, evaluate the performance of and adjust all-weather conventional systems. In

addition, students will learn how to solve service problems and how to modify an improperly installed system.

AHR	131	ALL WEATHER SYSTEMS: HEAT PUMPS	2	0	6	4
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Prerequisites: None

Principles of installation, service, and repairing of air-to-air heat pumps. Emphasis is placed on the different refrigeration cycles. Selections of the components of a complete system, proper application and installation practices, and service procedures for air-to-air heat pump systems. Students will learn how to properly size and install a complete system, perform routine service procedures, analyze performance, and apply systematic problem diagnosis and repair procedures.

AHR	150	APPLIED WIRING DIAGRAMS	1	0	3	2
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Prerequisites: None

Common electrical control components with an emphasis on their function in a control circuit and the symbols utilized to identify them in wiring diagrams. Student will learn how to read wiring diagrams in order to identify and describe the function of the control components and to diagnose and repair component malfunction in an electrical control system.

AHR	201	PRINCIPLES OF HEATING	3	0	3	4
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Prerequisites: None

Warm air systems, heat emitter, electric heating, forced hot water and steam heating systems, including selection and sizing of equipment such as registers, grills, furnaces, boilers, radiators, baseboards, piping, and ducts. Heating layout and specifications for an existing structure or one in blueprint stage will be prepared.

AHR	232	ADVANCED HEAT PUMPS	2	0	3	3
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Prerequisites: None

An advanced course covering water source and advanced design variable speed and high efficiency air-to-air heat pumps. Emphasis is given to application and service of water source systems and to the mechanical and electronic control components of variable speed systems. Students will learn how to measure and calculate coefficient of performance; plot a balance point on a structure; apply systematic diagnostic procedures to malfunctioning electronic controls on variable speed and other advanced heat pumps; and to service, diagnose malfunctions, and repair the different components of water source heat air-to-air pumps.

AHR	235	HYDRONIC HEATING SYSTEMS	2	0	3	3
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Prerequisites: None

Principles of servicing, problem diagnosis, and repairing of hot-water and steam-heating systems. Emphasis is placed on the proper use of test instruments, analysis of pump applications, zone control methods and equipment, analysis of system performance, and the safety principle involved in the operational and servicing hydronic heating system. Students will learn how to test, adjust, and balance a multi-zone system; utilize pump and system curves to analyze performance; measure and calculate heat output at terminal units; service the boiler and heating unit, piping system and components, and controls; and to analyze and solve service problems.

AHR	236	MECHANICAL AND GAS CODES	3	0	0	3
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Prerequisites: None

Upon completion of this course, the student should be able to demonstrate a comprehensive understanding of volumes three and six of the North Carolina State Building Code. Students will apply code rules to the installation of heating, ventilation, and air conditioning equipment in residential and commercial occupancies.

AHR	240	RESIDENTIAL HEATING & COOLING SYSTEMS DESIGN	3	6	0	6
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Prerequisites: None

Principles of the design of heating and cooling systems for individual residential buildings. Students will learn how to estimate the heating and cooling requirements, select the proper capacity heating and cooling equipment, determine the air quantities required on a room-by-room basis, select air terminals. Students will test, balance and analyze basic air and/or water distribution systems. Students will be able to prepare a system cost estimate for a basic residential system.

AHR	241	COMMERCIAL HEATING & COOLING SYSTEMS DESIGN	4	6	0	7
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Prerequisites: None

Principles of the design of heating and cooling systems for commercial type buildings. Students will learn to select heating and cooling requirements, determine the air mixture conditions entering and leaving the cooling coil, utilize a psychrometric chart to determine the conditions of mixed airflow, calculate latent and sensible heat loads of air quantities, and to determine air quantities and mixture conditions based upon the calculated heating and cooling loads of the structure. Students will test, balance, and analyze basic air and/or water distribution systems. Students will be able to prepare a system cost estimate for a basic residential system.

AHR	242	ANALYSIS OF HEATING SYSTEM PROBLEMS	2	4	0	4
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Prerequisites: None

Upon completion of this course, students will be able to use a variety of test instruments to determine actual performance of a heating system and compare to manufacturer's rated capacity. They will be able to verify that equipment is installed in accordance with manufacturer's recommendations and solve service problems using a variety of shop and field equipment.

AHR	243	ANALYSIS OF COOLING SYSTEM PROBLEMS	2	4	0	4
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Prerequisites: None

Upon completion of this course, students will be able to use a variety of test instruments to determine actual performance of a cooling system and compare to manufacturer's rated capacity. They will be able to verify that equipment is installed in accordance with manufacturer's recommendations and solve service problems using a variety of shop and field equipment.

AHR	244	HVAC CUSTOMER SERVICE SKILLS	1	2	0	2
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Prerequisites: None

Upon completion of this course the student should be able to project proper professional company image in his personal appearance and condition of his equipment and vehicle. Listen to customer complaints, respond to customers complaint in a professional, courteous manner, perform all tasks in a neat and workmanlike manner, prepare invoice and have customer sign, telephone to follow-up on customer satisfaction.

AHR	1102	INTRODUCTION TO COOLING & HEATING SYSTEMS	3	0	9	6
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Prerequisites: None

Covers the basic principles of cooling and heating related to industrial systems. Air conditioning, refrigeration, and heating systems are studied as well as fluid flow, air distribution, and control systems. Special industrial and heating systems are included. AHR 1103 and AHR 1104 are equivalent to AHR 1102.

AHR	1103	INTRODUCTION TO COOLING SYSTEMS	2	0	6	4
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Prerequisites: None

Covers the basic principles of cooling related to residential and industrial systems. Air conditioning and refrigeration systems are studied as well as fluid flow, air distribution, and control systems. AHR 1103 and AHR 1104 are equivalent to AHR 1102.

AHR	1104	INTRODUCTION TO HEATING SYSTEMS	1	0	3	2
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Prerequisites: None

Covers the basic principles of heating systems related to residential and industrial systems including oil, gas, and electric. AHR 1103 and AHR 1104 are equivalent to AHR 1102.

ANTHROPOLOGY

ANT	160	INTRODUCTION TO ANTHROPOLOGY	5	0	0	5
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Prerequisites: Appropriate placement test scores or ENG 089 or OSC 101

General introduction to anthropology, the science of man as the culture-bearing animal. Topics considered: physical evolution of mankind and biological variations within and between modern human populations, prehistoric and historic developments of culture, cultural dynamics viewed analytically and comparatively.

ANT	161	SOCIETIES AROUND THE WORLD	5	0	0	5
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Prerequisites: Appropriate placement test scores or ENG 089 or OSC 101

Ethnographic survey of world culture areas showing similarities and variations in cultural patterns.

APPRAISAL

APR	110	INTRODUCTION TO REAL ESTATE APPRAISAL	3	0	0	3
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Prerequisites: None

This course introduces the student to the subject of real estate appraisal and prepares the student for the APR 111 course on "Valuation Principles and Procedures". It begins with coverage of basic real property law, followed by coverage of the various

concepts of value and the operation of real estate markets. Relevant mathematical concepts are then reviewed and the student is introduced to statistical concepts used in appraisal practice. Next comes coverage of real estate financing terminology and practices, followed by an introduction to the basics of residential construction and design. The student is then provided an overview of the entire valuation (appraisal) process, and the course concludes with specific coverage of residential neighborhood analysis and property analysis, two of the most important preliminary steps in the appraisal process.

APR	111	VALUATION PRINCIPLES & PROCEDURES	3	0	0	3
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Prerequisites: APR 110 or equivalent

This course focuses on the procedures (methodology) used to develop an estimate of property value and how the various principles of value relate to the application of such procedures. Emphasis is on appraisal of residential 1-4 unit properties and small farms; however, all the concepts and procedures covered are applicable to the appraisal of all types of properties. The course begins with a review of the appraisal process and proceeds into thorough coverage of the sales comparison approach followed by site valuation methods used to appraise residential 1-4 unit properties. The cost approach is then covered in depth. The basic concepts and methodology associated with the income approach are covered, with emphasis on direct capitalization using an overall rate and the gross rent multiplier technique. Finally the student is introduced to the process of reconciling property value estimates obtained through application of the approaches to value.

APR	112	APPLIED RESIDENTIAL PROPERTY VALUATION	3	0	0	3
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Prerequisites: APR 111 or equivalent

This course covers laws, rules and standards which must be followed by appraisers and focuses on the application of principles and procedures of the appraisal of residential 1-4 unit properties and small farms. The student is first acquainted with federal laws/regulations applicable to appraisers and the provisions of the North Carolina Real Estate Appraisers Act and related Commission Rules. Next comes coverage of the Uniform Standards of Professional Appraisal Practice (which are part of the Commission's Rules), followed by coverage of appraisal reports, with emphasis on standard report forms. The student then participates in a comprehensive case study of an appraisal of a single-family house using the USAR form. Instruction is then provided on various special considerations in appraising other types of residential 1-4 unit properties and in appraising farms. Finally, the student is introduced to appraising special (partial) property interests and to condemnation appraisals.

APR	113	INTRODUCTION TO INCOME PROPERTY APPRAISAL	3	0	0	3
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Prerequisites: APR 112 or equivalent

This course introduces concepts and techniques used to appraise real estate income properties. It begins with a discussion of underlying economic principles and motivations for investing in income property. The appraisal process is then reviewed with emphasis on income property. This is followed by a discussion of real estate market analysis, property analysis, and site valuation. Mathematical and statistical concepts used in the appraisal of income property are covered next followed by coverage of how to use financial tables and/or financial calculations to solve a variety of problems associated with analysis of real estate income properties, including present value, loan calculations, estimation of net operating income, and estimation of before tax cash flow. Next, students learn how to estimate the value of a real estate income property by using a gross income multiplier and by direct capitalization with an overall rate. Finally, students are introduced to other capitalization rates.

APR	114	ADVANCED INCOME CAPITALIZATION PROCEDURES	3	0	0	3
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Prerequisites: APR 113 or equivalent; MAT 101 or equivalent

This course reviews and then expands on the concepts introduced in course APR 113. The direct capitalization techniques introduced in APR 113 are expanded to include various band of investment and residual techniques used in income property appraisal. This is followed by a thorough discussion of the concepts of yield rates and of discounted cash flow analysis (yield capitalization), which is the primary focus of this course. Financial leverage is also discussed so students better understand the relationship between various yield rates and capitalization rates. Several traditional yield capitalization formulas including Inwood, Hoskold, Ellwood and Akerson, are then discussed. Although rendered obsolete by the advent of financial calculators, these formulas are still used by many appraisers and students should be familiar with them. A financial calculator is required for this course.

APR	115	APPLIED INCOME PROPERTY VALUATION	3	0	0	3
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Prerequisites: APR 114 or equivalent

This course covers laws, rules and standards which must be followed by appraisers and focuses on the application of principles and practices of the appraisal of income properties. The course begins with a review of federal laws/regulations applicable to appraisers, followed by coverage of the North Carolina Real Estate Appraisers Act and related Commission Rules, and coverage of the Uniform Standards of Professional Appraisal Practice (which are part of the Commission's Rules). Preparation of narrative appraisal reports is then covered, with students also being introduced to the Uniform Commercial and Industrial Appraisal Report (UCIAR) form. Coverage then shifts to

appraising leased income properties, with emphasis on the effect of various lease provisions on the value estimate. The student then participates in highest and best use case studies, followed by case studies of appraisals of various types of existing income properties, which is the major focus of the course. The course concludes with covering considerations in appraising various development projects.

ARCHITECTURE

ARC	104	ARCHITECTURAL DRAFTING 1-A	1	0	3	2
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Prerequisites: None

Beginning course in architectural drafting. Course includes orthographic and isometric drawings.

ARC	105	ARCHITECTURAL DRAFTING 1-B	1	0	3	2
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Prerequisites: ARC 104

Intermediate course in architectural drafting. Course includes the mechanics of perspective drawing and rendering techniques. ARC 104 and 105 are equivalent to ARC 110.

ARC	109	ARCHITECTURAL MECHANICAL EQUIPMENT	3	0	3	4
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Prerequisites: ARC 110

General study of heating, air conditioning, plumbing, and electrical equipment materials, and symbols, and building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings prepared by mechanical engineers and coordination of mechanical and electrical features with structural and architectural designs are included.

ARC	110	ARCHITECTURAL DRAFTING 1	2	0	6	4
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Prerequisites: ENG 089; MAT 100 or appropriate placement test scores

Designed to provide fundamental knowledge of the principles of drafting. Basic skills and techniques of drafting included are the use of drafting equipment, lettering, pictorial sketching, geometric construction, and orthographic instrument drawing of principal views. Projection problems dealing with principles of isometric, oblique, and perspective drawings are included. Applications of descriptive geometry are used for visualization and analytical solutions of the drafting problems involving auxiliary view intersections, and developments.

ARC 111	ARCHITECTURAL DRAFTING 2	2	0	6	4
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Prerequisites: ARC 110

includes the development of techniques in architectural lettering, symbols, dimensioning, freehand and instrument drafting, and the development of a complete set of working drawings for a residence, with construction details and the use of appropriate material symbols and connections. Sections, scale details, and full-size details will be prepared from preliminary sketches.

ARC 112	ARCHITECTURAL DRAFTING 3	2	0	6	4
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Prerequisites: ARC 109, ARC 111 with a grade of "C" or better; CIV 105

An in-depth approach to the study of architectural drafting. Development of techniques in architectural lettering, dimensioning, freehand sketching and instrument drawing, and drawings of construction details, using appropriate material symbols will be included. A continuation of ARC 111, this course includes an introduction to commercial working drawings. Working drawings, including plans, elevations, sketches, scale details, and wall section details are prepared from preliminary sketches.

ARC 201	ARCHITECTURAL DESIGN	3	0	9	6
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Prerequisites: ARC 112

Study of basic design principles, aesthetic considerations, and basic graphics. Students will be introduced to two dimensional and three dimensional design problems which require exploring alternatives, and presenting solutions to a variety of media.

ARC 202	ENVIRONMENTAL DESIGN	2	2	0	3
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Prerequisites: ARC 111

Introductory course in design of the exterior built environment. Topics include site analysis, exterior spatial concepts, environmental considerations, landscape architecture, and contextural design. Students will examine these concepts in a studio setting with an emphasis on small scale architectural applications.

ARC 203	ARCHITECTURAL CAD I	1	2	0	2
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Prerequisites: ARC 111

Introductory CAD course using DATACAD. This course introduces the student to the basics of computer aided drafting and design. Topics include system operation, DOS, and CAD software (DATACAD). Upon completion, students will be able to use the basic edit and utility commands to produce working drawings for residential construction.

ARC	204	ARCHITECTURAL CAD II	1	2	0	2
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Prerequisites: ARC 203

Intermediate CAD course which introduces the student to the basics of performing computer-aided drafting with Autocad software. Computer concepts from ARC 203 will be applied and adapted to the Autocad format. The use of the menu and command structure, system variables, and the display format is covered. Emphasis is on drawing and editing commands using architectural applications. The use of blocks, layers, and plotting is introduced.

ARC	205	ARCHITECTURAL CAD III	1	2	0	2
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Prerequisites: ARC 204

Advanced CAD course using Autocad. This course builds on the skills learned in ARC 204. Topics include more advanced study of layer management blocks, file management, and plotting techniques. Advanced drawing skills are developed, as well as problem solving skills utilizing reference manuals. Architectural applications are emphasized.

ARC	210	ARCHITECTURAL DRAFTING 4	2	0	6	4
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Prerequisites: ARC 112

Includes commercial working drawings; materials used in commercial building systems of construction; and drawing of structural plans and details as prepared for building construction, including steel, concrete, and timber structural components. Appropriate details and drawings necessary for construction are studied. Reference materials are used to provide the draftsman with skills and knowledge in locating data and in using handbooks.

ARC	211	ARCHITECTURAL DRAFTING 5	2	0	6	4
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Prerequisites: ARC 112; CIV 235

Individual or group projects which involve the coordination of working drawings for commercial work. Consideration is given to coordination of mechanical and electrical features with structural and architectural components.

ARC	212	ARCHITECTURAL DRAFTING 6	2	0	6	4
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Prerequisites: ARC 211

Preparation of a complete set of working drawings for the architectural structure coordinating floor plans, elevations, wall sections, and details. Site plans are studied and drawn. Final assembly of the complete document for construction purposes made. Plans include environmental and energy considerations.

RT

RT	102	DRAWING I	2	4	0	4
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Prerequisites: None

Emphasis on basic principles and fundamentals of drawing. Includes application of these basic techniques in problems in perspective drawing and drawing from nature.

RT	103	DRAWING II	2	4	0	4
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Prerequisites: ART 102

Course consists of a series of problems in which students explore color and advanced wet and dry media.

RT	104	DRAWING III	2	4	0	4
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Prerequisites: ART 103

Course consisting of a series of problems concentrating on tonal interpretation of still-life, landscape, and figure.

RT	160	ART APPRECIATION	3	0	0	3
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Prerequisites: None

Exploratory study of the visual experience; intended to enhance the student's understanding and enjoyment of art.

AUTOMATION TRAINING, AUTOMATION & ROBOTICS

TR	240	INTRODUCTION TO ROBOTICS	3	2	0	4
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Prerequisites: HYD 235; MEC 237, 270

This is a fundamental course in application, programming, and maintenance of robot devices.

AUTOMOTIVE

UT	100	PREVENTIVE MAINTENANCE	0	0	3	1
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Prerequisites: None

An introduction to the fundamental parts and systems of an automobile with emphasis placed on basic troubleshooting, general maintenance and tools.

AUT	102	INTERNAL COMBUSTION ENGINES	3	0	9	6
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Prerequisites: None

A thorough study of the internal combustion engine including identification, testing, servicing, and maintenance of engine components, as well as engine performance testing and engine overhaul.

AUT	103	ELECTRICAL SYSTEMS I	5	0	12	9
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Prerequisites: None

A study of the theory and operation of the chassis, charging and starting electrical systems. The use of tools, manuals, and equipment for diagnosing and repairing electrical systems are emphasized.

AUT	104	ELECTRICAL SYSTEMS II	2	0	3	3
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Prerequisites: AUT 103

This course provides a thorough use of various test instruments: Analog meters, digital meters, oscilloscopes. Equipment usage will include engine electrical analyzer and will stress troubleshooting, starting, charging, and ignition systems of the engine.

AUT	105	CHASSIS & SUSPENSION	3	0	6	5
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Prerequisites: None

A thorough study of the suspension and steering systems to include identification, diagnosis, replacement of parts, and adjusting of front suspension and steering angle. The use and care of hand tools, special tools, equipment, and service manuals are included. This course provides a thorough understanding of principles and functions of the components of automotive chassis and suspension systems.

AUT	106	MANUAL TRANSMISSIONS & AXLES	3	0	6	5
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Prerequisites: None

A study of the theory and operation of the automotive manual drive train and axle. Included will be testing, servicing, and maintenance of the various components. Use of tools and special equipment required in testing service and repair as well as practical experience in major service and overhaul of the manual drive train and axle systems are included.

AUT	107	AUTOMATIC TRANSMISSIONS & TRANSAXLES	3	0	6	5
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Prerequisites: AUT 106

This course leads the student into automatic transmissions. It covers transmission principles, hydraulic principles, automatic overdrive, and automatic transaxles.

UT	108	BASIC FUEL SYSTEMS	2	0	6	4
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Prerequisites: None

This course covers principles of automotive fuel systems. Emphasis is placed on carburetors, fuel pumps, and intake systems. Upon completion, students will be able to disassemble and reassemble carburetors and make necessary repairs.

UT	110	AUTOMOTIVE HEATING/ AIR CONDITIONING	3	0	6	5
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Prerequisites: None

This course covers principles of refrigeration and its components. Topics include compressors, expansion valves and their services. Upon completion, students will be able to test, service, and repair air conditioning systems and components.

UT	203	AUTOMOTIVE ELECTRONICS	3	4	0	5
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Prerequisites: ELN 106

This course covers basic electronically controlled systems on automobiles. Emphasis is placed on computer controlled systems. Upon completion, students will be able to diagnose and repair electronically controlled systems.

UT	210	BRAKE SYSTEMS	3	0	6	5
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Prerequisites: None

This study of the theory and operation of the automotive brake systems to include testing, servicing, and maintenance of the various components. Use of tools and special equipment required in testing, calibration, and repair, as well as practical experience in major service and overhaul of the brake systems are included.

UT	218	AUTOMOTIVE FUEL INJECTION	3	0	9	6
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Prerequisites: AUT 108

This course covers the fuel injection systems used in today's automobile. Throttle body injection, port fuel injection and sequential port fuel injection will be studied. The operation of each system will be studied as well as how to test, troubleshoot and repair the fuel injection systems.

UT	219	ENGINE PERFORMANCE & DRIVEABILITY	3	0	9	6
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Prerequisites: AUT 103, 104, 108

Corequisites: AUT 203

This course is designed to use all the skills the student has gained from previous engine fuel and electrical/electronics courses in developing a technician who

understands the needs and limits of the modern engine. Emphasis will be on diagnosing and repairing problems related to the operation of the engine with limits set by the manufacturer.

AUT	220	AUTOMOTIVE SERVICING	2	0	6	
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Prerequisites: None

A general study of the theory and operation of all the systems of the automobile. Included will be testing, diagnosing, servicing, and maintenance of all major systems.

AUT	221	AUTOMOTIVE INTERNSHIP I	0	0	20	
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Prerequisites: None

The student will spend twenty (20) hours per week in an on-the-job automotive experience under supervision. Emphasis will be placed on preventive maintenance and automotive servicing procedures, mechanical adjustments and calibration, and operational systems testing. Student's performance will be evaluated by the instructor with the assistance of the work supervisor.

AUT	222	AUTOMOTIVE INTERNSHIP II	0	0	20	
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Prerequisites: None

The student will spend twenty (20) hours per week in an automotive work environment working on problems associated with engine maintenance. Emphasis will be placed on diagnosing and repairing ignition and fuel control systems. Included will be compression testing and valve adjustment. Student's performance will be evaluated by the instructor with the assistance of the work supervisor.

AUT	224	AUTOMOTIVE PRACTICES I	0	0	6	
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Prerequisites: None

The student will spend six (6) hours per week in the auto shop, under supervision performing automotive servicing procedures, mechanical adjustments, and testing various auto systems.

AUT	225	AUTOMOTIVE PRACTICES II	0	0	6	
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Prerequisites: None

The student will spend six (6) hours per week in the auto shop, under supervision testing, diagnosing and repairing various ignition and fuel control systems.

BIOLOGY

BIO	100	HUMAN BIOLOGY	5	0	0	5
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Prerequisites: ENG 089 or appropriate placement test scores

Introduces the normal structure and function of the human body. Presents the cell as the basic building block of the human organism and introduces some basic concepts in chemistry to provide a basis for understanding the body functions. Medical terminology appropriate to each body system will be used in describing various body parts, medical procedures, and disease states. Ways of detecting disease states are considered. Designed for students in the medical office technology and human services curriculums.

BIO	101	BASIC ANATOMY AND PHYSIOLOGY	5	0	0	5
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Prerequisites: ENG 089 or appropriate placement test scores

Corequisites: Enrollment in Medical Assisting Technology or T-201 programs

Foundation of facts and principles in the normal structure and related functioning of the following body systems: skeletal, muscular, digestive, circulatory, respiratory, urinary, reproductive, endocrine, integumentary, nervous, and special sense organs. Presents principles and concepts of physiology and immunology. Presentation of the normal body as a basis for understanding variations from the normal. Enrollment in this course more than two times requires the written permission of the science department chairman.

BIO	101A	BASIC ANATOMY AND PHYSIOLOGY LABORATORY	0	2	0	1
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Prerequisites: None

Corequisites: BIO 101

This course uses the laboratory setting to present the student with a foundation of facts and principles in the normal structure and related functioning of the human body, including cell structure, tissues, body organization and the anatomy and physiology of the following body systems: skeletal, muscular, digestive, circulatory, respiratory, urinary, reproductive, integumentary, nervous, and special sense organs.

There is a \$5.00 lab fee for this course.

BIO	107	ANATOMY & PHYSIOLOGY I	4	2	0	5
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Prerequisites: BIO 101 with a grade of C or better or appropriate scores on the placement tests
ENG 089 or appropriate placement test scores

A study of the structure and normal function of the human body with man identified as a living organism composed of living cells, tissues, organs, and systems. Included

are the basic anatomical and physiological aspects of the integumentary, skeletal, muscular, respiratory, cardiovascular, and lymphatic systems. The laboratory portion includes relevant experiments to augment the student's learning of body structure and function. Enrollment in this course more than two times requires the written permission of the science department chairman.

There is a \$5.00 lab fee for this course.

BIO	108	ANATOMY & PHYSIOLOGY II	4	2	0	5
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Prerequisites: BIO 107

A continuation of the study of the structure and normal function of man as a living organism. Included are the basic anatomical and physiological aspects of the nervous, endocrine, urinary, digestive, and reproductive systems; the special senses; and fluid and electrolyte balance. The laboratory portion includes relevant experiments to augment the student's learning of body structure and function. Enrollment in this course more than two times requires the written permission of the science department chairman.

There is a \$5.00 lab fee for this course.

BIO	120	PRINCIPLES OF DISEASE	3	2	0	4
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Prerequisites: BIO 108

Corequisites: Enrollment in HIT, OTA, or RCT curriculums

Selected disease processes will be presented from childhood through geriatric. Emphasis will be placed on etiology, prognosis and management. Laboratory work will emphasize the study of medical case histories as they relate to the disease process.

There is a \$5.00 lab fee for this course.

BIO	151	HUMAN ANATOMY & PHYSIOLOGY I	3	2	0	4
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Prerequisites: BIO 101 with a grade of C or better or appropriate score on Science Placement Test;

CHM 110 or equivalent with grade of C or better;

ENG 089 or appropriate placement test scores

Corequisites: Enrollment in Nursing or T-201 programs

A study of the structure and function of the human body. Covers cells, tissue, metabolism, body organization, and the integumentary, skeletal, muscular, digestive and reproductive systems, and the special senses. Enrollment in this course more than two times requires the written permission of the science department chairman.

There is a \$5.00 lab fee for this course.

BIO	152	HUMAN ANATOMY & PHYSIOLOGY II	3	2	0	4
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Prerequisites: BIO 151

Corequisites: Enrollment in Nursing or T-201 programs

Continues the study of the structure and function of the human body including a comprehensive study of normal human nutrition. Covers the nervous and endocrine systems. Enrollment in this course more than two times requires the written permission of the science department chairman.

There is a \$5.00 lab fee for this course.

BIO	153	HUMAN ANATOMY & PHYSIOLOGY III	3	2	0	4
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Prerequisites: BIO 152

Corequisites: Enrollment in Nursing or T-201 programs

A continuation of the study of the structure and function of the human body. Covers the cardiovascular system and blood, lymphatic system and immunity, urinary system, fluid and electrolyte balance, acid-base balance, and human genetics. Enrollment in this course more than two times requires the written permission of the science department chairman.

There is a \$5.00 lab fee for this course.

BIO	206	MICROBIOLOGY	3	2	0	4
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Prerequisites: BIO 108 or BIO 153

A study of basic microbiology and its relationship to health and disease. Includes basic laboratory practice; microbial physiology; and environmental, medical, and applied microbiology. Enrollment in this course more than two times requires the written permission of the science department chairman.

There is a \$5.00 lab fee for this course.

BIO	210	RADIATION BIOLOGY	4	0	0	4
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Prerequisites: RAD 205 or RAD 221 or RAD 271

Study of radiobiology with emphasis on the effects of ionizing radiation in the human body. The use of radiation and radioactive materials in nuclear medicine and radiation therapy considered along with protective measures.

BIO	251	CELLS, GENETICS, AND EVOLUTION	3	2	0	4
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Prerequisites: ENG 089 or appropriate placement test scores

An introduction to the concepts and principles of the physical and chemical nature of cells, general genetics and theories of evolution.

There is a \$5.00 lab fee for this course.

BIO	252	ANIMAL BIOLOGY	3	2	0	4
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Prerequisites: ENG 089 or appropriate placement test scores
 An introduction to the basic anatomy and physiology of the vertebrate animal
 Includes information on the structure and function of major organ systems.

There is a \$5.00 lab fee for this course.

BIO	253	TAXONOMY AND ECOLOGY	3	2	0	4
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Prerequisites: ENG 089 or appropriate placement test scores
 An introduction to the basic concepts and principles of taxonomy, ecology, and animal behavior.

There is a \$5.00 lab fee for this course.

BIO	260	ENVIRONMENTAL BIOLOGY	6	0	0	6
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Prerequisites: ENG 089 or appropriate placement test scores
 An introduction to ecology with applications to contemporary environmental issues.

BIO	265	FUNDAMENTALS OF MICROBIOLOGY	4	4	0	6
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Prerequisites: BIO 107, or 151, or 251
 A general study of microorganisms and their importance to humans, with special emphasis on fundamental life processes, including a brief introduction to epidemiology and immunology.

There is a \$10.00 lab fee for this course.

BLUEPRINT READING

BPR	101	BLUEPRINT READING FOR CONSTRUCTION TRADES	3	0	0	3
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Prerequisites: None
 Principles of interpreting blueprints and specifications common to the construction trades will be covered. Actual construction blueprints will be used to develop proficiency in the reading and interpreting of site, elevation, section, detail, mechanical and plumbing drawings.

BPR	104	BLUEPRINT READING: MECHANICAL	3	0	0	3
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Prerequisites: None

Interpretation and reading of blueprints. Information on the basic principles of the blueprint, including lines, dimensioning procedures, and notes.

BPR	105	BLUEPRINT READING & SKETCHING	3	0	0	3
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Prerequisites: BPR 104

Further practice in interpretation of blueprints as they are used in industry. Study of prints supplied by industry and making plans of operation. Introduction to drafting room procedures and sketching as a means of passing on ideas.

BPR	111	CONSTRUCTION PLANS/SITWORK	1	2	0	2
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Prerequisites: None

Designed to develop abilities in reading and interpreting specifications and complex blueprints in the general construction field. Emphasis will be placed on plan orientation, excavations, grades, and bench mark locations. An introduction to the setup and use of transits.

BPR	1103	BLUEPRINT READING: MECHANICAL	0	0	3	1
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Prerequisites: None

Interpretation and reading of blueprints as they relate to air conditioning, heating, and refrigeration. Information on the basic principles of the blueprint, lines, views, dimensioning procedures, and notes.

BPR	1104	BLUEPRINT READING: MECHANICAL	3	0	0	3
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Prerequisites: None

Interpretation and reading of blueprints as they relate to machining and welding metal. Information on the basic principles of the blueprint, lines, views, dimensioning procedures, and notes.

BPR	1105	BLUEPRINT READING: MECHANICAL	3	0	0	3
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Prerequisites: BPR 1104

Further practice on interpretation of blueprints as they are used in industry. Study of prints supplied by industry and making plans of operations. Introduction to drafting room procedures, and sketching as a means of passing on ideas.

				Clin/ Credit			
				Class	Lab	Shop	Hours
BPR	1106	BLUEPRINT READING: MECHANICAL		3	0	0	3
Prerequisites: BPR 1105							
Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. Interpretation of drawings of complex parts and mechanisms for features of fabrication, construction, and assembly.							
BPR	1110	BLUEPRINT READING: BUILDING TRADES		3	0	0	3
Prerequisites: None							
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-dimensional views and pictorial sketches.							
BPR	1111	BLUEPRINT READING & SKETCHING I		3	0	0	3
Prerequisites: None							
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, walls, chimneys, fireplaces, arches, and cavity wall construction. Development of proficiency in making three-dimensional views, and pictorial sketches.							
BPR	1112	BLUEPRINT READING & SKETCHING II		3	0	0	3
Prerequisites: BPR 1111							
Designed to develop abilities in reading complex drawings in the masonry field. Blueprints of residential and commercial buildings studied with emphasis on the plot plan, floor plan, basement and/or foundation plan, walls, and various detailed drawings of masonry work.							
BPR	1113	BLUEPRINT READING & SKETCHING: ELECTRICAL		3	0	0	3
Prerequisites: None							
Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes included.							
BPR	1114	BLUEPRINT READING & SKETCHING: MASONRY		3	0	0	3
Prerequisites: BPR 1112							
A study of different types of structural designs and details for commercial construction. A study of different construction trades and how each trade relates to the masonry trade.							

BPR	1116	BLUEPRINT READING: AIR CONDITIONING	1	0	3	2
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Prerequisites: BPR 1104

A specialized course in drafting for the air conditioning, heating, and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade: blueprints of mechanical assembly drawings, wiring diagrams and schematics, floor plans, components, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and layout air conditioning systems.

BPR	1117	BLUEPRINT READING: WELDING	3	0	0	3
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Prerequisites: BPR 1104 or permission of instructor

Study of trade drawings in which welding procedures are indicated. Interpretation, use, and application of welding symbols, abbreviations, and specifications.

BPR	1156	BLUEPRINT READING FOR ADVANCED WELDING	2	2	0	3
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Prerequisites: BPR 1117

This course includes a review of interpretation and reading of blueprints, lines, views, and dimensioning procedures. Emphasis is placed on mechanical drawings and value of using blueprint language for welding, fabricating, and cutting processes. Upon completion, students will be able to read and interpret a set of mechanical working drawings.

BUSINESS

BUS	109	BUSINESS MATHEMATICS	5	0	0	5
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Prerequisites: Appropriate placement test scores or MAT 100R

Stresses the fundamental operations and their application to business problems. Topics covered include banking, price mark-up, invoices, simple interest, discounts, charges for credit, and pertinent uses of mathematics in the field of business.

BUS	111	BUSINESS STATISTICS	5	0	0	5
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Prerequisites: BUS 109; MAT 101

Introduction to the use of statistical methods and tools in evaluating research data for business applications in management, marketing, production, accounting, and personnel. Includes basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference.

BUS	117	ELECTRONIC CALCULATOR	2	0	3	3
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Prerequisites: BUS 109

Problem solving activities for efficient machine operation, verifying techniques machine programming, and concepts of business mathematics widely used in both business and personal situations.

BUS	119	BUSINESS MATHEMATICS FOR PARALEGALS	3	0	0	3
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Prerequisites: Appropriate placement test scores or MAT 100R

Stresses the fundamental operations and their application to business problems. Topics covered include banking, price mark-up, invoices, simple interest, discounts, charges for credit, and pertinent uses of mathematics in the field of business.

BUS	123	BUSINESS FINANCE	2	2	0	3
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Prerequisites: ACC 153, MAT 101 or permission of instructor

Financing of business units as individuals, partnerships, corporations, and trusts. A detailed study of short-term and consumer financing is included.

BUS	134	PROFESSIONAL DEVELOPMENT	3	0	0	3
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Prerequisites: None

The course is designed to help students recognize the importance of physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on making better use of time, managing stress, setting goals, and learning how to achieve these goals--all to develop a stronger self-image.

BUS	154	PERSONNEL ADMINISTRATION	3	0	0	3
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Prerequisites: None

A basic introduction to personnel management covering recruiting, screening, interviewing, selecting, and placing applicants in the organization. Emphasis will be on establishing and maintaining personnel files and complying with and monitoring confidentiality procedures involving Personnel Law. Other topics to be studied include manpower planning, testing, job design and analysis, and organizational values.

BUS	157	PERSONNEL LAW	3	0	0	3
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Prerequisites: None

A relatively in-depth study of the principle regulatory concerns in personnel management with emphasis on employee rights, discrimination, protection and representation. Major concentration will be on Equal Opportunity, Affirmative Action.

Worker Compensation, OSHA, employee benefit plans, and other pertinent legislation. Additional topics may include unionization, labor relations, and collective bargaining.

BUS	161	PEOPLE SKILLS I: PERSONAL DYNAMICS	3	0	0	3
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Prerequisites: None

Focuses on recognizing the characteristics of unhealthy, self-destructive behavior and moving toward healthy, non-destructive, positive behavior patterns. Emphasis is on applied psychology and interpersonal communication as these areas help the individual to become a more effective supervisor or manager in the workforce. Major topics include self-concept, assertiveness, listening, feelings, communication styles and conflict resolution.

BUS	162	PEOPLE SKILLS II: INTERPERSONAL DYNAMICS	3	0	0	3
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Prerequisites: BUS 161 or permission of department chair

Focuses on effectively dealing with various personalities and communication styles on the job. Emphasis will be on continued development of the skills learned in People Skills I: Personal Dynamics and their practical application through case studies, role playing, and other innovative, class-participation techniques. Major topics include non-defensive communication, responsible assertiveness, identification of communication and behavior styles, conflict management and conflict resolution.

BUS	163	PEOPLE SKILLS III: ORGANIZATIONAL DYNAMICS	3	0	0	3
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Prerequisites: BUS 162 or permission of department chair

Covers a practical, applied approach to human relations for individuals within a company to work together to meet the overall objectives of the organization. Major areas of study include organizational theories, climate, cultures, values and design. Special emphasis will be given to measuring job satisfaction, breaking down barriers to efficiency, and handling employee differences. Other topics to be studied are decision-making processes, formal vs. informal groups, and organization/career development planning.

BUS	165	INTRODUCTION TO BUSINESS	5	0	0	5
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Prerequisites: ENG 101 or ENG 161

Survey of the business world with particular attention to the structure of various types of business organizations, methods of financing, internal organization, management functions of business and relationships in society, and current problems.

BUS	166	BUSINESS LAW I	3	0	0	3
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Prerequisites: ENG 101 or ENG 161

Study of the law as it applies to ordinary business transactions, including the law of contracts, agency and employment, and commercial paper. Exposure to legal problems frequently arising in business and social life.

BUS	167	BUSINESS LAW II	3	0	0	3
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Prerequisites: BUS 166

Continuation of BUS 166. Includes the law of personal property and bailments, sales insurance, and torts.

BUS	169	COMPENSATION AND BENEFITS	3	0	0	3
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Prerequisites: None

Designed to introduce the basic concepts of pay and its role in rewarding performance as well as to expose the student to the basic concepts and types of pension plans and related benefits. The focus of the course is on applied issues in the direct compensation of employees and on developing skills for making compensation and benefit decisions. Major emphasis will be on the factors involved in developing a compensation and benefit system for an organization and maintaining its ability to attract, retain, and motivate, and develop a competent workforce.

BUS	201	PERFORMANCE MANAGEMENT	3	0	0	3
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Prerequisites: None

Examines the various forms of evaluating worker performance, their uses, benefits and shortcomings. The student will gain an understanding of the purposes and scope of performance appraisal and its impact on the individual as well as the organization.

BUS	206	BUSINESS COMMUNICATIONS	3	0	0	3
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Prerequisites: ENG 102; OSC 102

Designed to develop skills in writing business communications: letters, memoranda, employment resumes, and applications.

BUS	211	LEADERSHIP & MANAGEMENT SKILLS	3	0	0	3
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Prerequisites: BUS 161, 162, 163 or permission of department chair
 Focus on the qualities and styles of individuals who have been or are known to be leaders. The various characteristics which are identified in leaders will be discussed as well as the circumstances surrounding the rise to leadership. As applied to management, the following concepts will be discussed: coaching, team building, conflict resolution, participative management, negotiating, decision-making, and creative thinking.

BUS	221	MANAGERIAL COMMUNICATIONS	3	0	0	3
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Prerequisites: ENG 103 or permission of department chair
 Designed to instruct student in written and oral communication for managerial positions with special emphasis on personal needs. The focus of this course will be on the design and development of company policy and procedure manuals, handbooks, newsletters and other important correspondence. Major areas of consideration include affirmative action plans, suggestion systems, communication committees, employee questionnaires and research interviews. Minor attention will be given to conducting meetings, bulletin board announcements, and reports dealing with absenteeism, drug, alcohol and other disciplinary problems.

BUS	230	OFFICE MANAGEMENT	3	0	0	3
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Prerequisites: None
 Study of basic management principles as applied to the office as a business service center.

BUS	231	COMPUTERIZED INVENTORY PROCEDURES	2	2	0	3
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Prerequisites: ACC 151; CAS 100
 An overview of inventory procedures including general terms, methods and/or techniques, and computer application.

This course has a lab fee of \$2.50 per lab/clinical/shop hour.

BUS	235	BUSINESS MANAGEMENT	2	2	0	3
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Prerequisites: None
 Study of the application of planning, staffing, controlling, directing, and financing to decision making.

BUS	246	QUALITY MANAGEMENT	3	0	0	3
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Prerequisites: BUS 235, 248

Designed to introduce students to the concepts of total quality management as an impetus for continuous improvement in the workplace. Emphasis will be placed on organizational development, individual and group dynamics, supervision, training quality transformation, and management, philosophies required for quality improvement.

BUS	247	HUMAN RESOURCES MANAGEMENT	3	0	0	3
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Prerequisites: None

This course is designed to introduce the student to traditional, current and emerging concepts and practices for obtaining, developing, and maintaining an effective workforce in an ever-changing environment.

BUS	248	INTEGRATED MANAGEMENT	2	2	0	3
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Prerequisites: BUS 235

An integrative general business simulation which requires the student to make analyses and decisions in all the functional areas of a company. Strategy is based on information sources including historical data, quarterly data, market research information and economic reports. Decisions are required in the areas of price marketing budget, research and development, production, plan capacity, raw materials, purchasing, dividends declared, raising funds from external sources, etc. The course is designed to facilitate the integration of all areas of business and to develop the ability of the student to work as a team member in making decisions.

BUS	261	TRAINING I: ADULT LEARNING PRINCIPLES	3	0	0	3
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Prerequisites: None

An introduction to the basic concepts of adult learning. Primary focus will be on the various elements of the instructional set and will concentrate on instructor/trainer tactics which affect adult learning. Major topics will include analysis of training needs, media evaluation, developing lesson plans and basic script writing. Minor areas of discussion will cover learning plateaus, student frustrations, and resistance to change.

BUS	262	TRAINING II: MATERIAL PREPARATION	3	0	0	3
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Prerequisites: BUS 261

Focuses on giving the instructor/trainer practical and substantial assistance in the productive and creative use of instructional aids. Emphasis will be on the tool equipment, and materials employed in various media techniques. The basic use of

filmstrip, slide, overhead, and opaque projectors is stressed as well as the development of materials for audio/visual presentations.

BUS	263	TRAINING III: PRESENTATION SKILLS	3	0	0	3
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Prerequisites: BUS 262

stresses the practical application of the concepts and skills developed in Training I and Training II and is designed to bridge the gap between the theoretical aspects of psychology and education. Subject matter is concerned with various strategies such as lecture, discussion, and group participation methods. Of major importance is the effective use of training aids in the presentation process.

BUS	272	PRINCIPLES OF SUPERVISION	3	0	0	3
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Prerequisites: None

study of the responsibilities and duties of a supervisor as related to his supervisors, subordinates, and associates.

BUS	290A- 290C	SPECIAL PROBLEMS IN BUSINESS	1	0	0	1
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Prerequisites: None

designed for students who want to expand their knowledge and ability in certain areas of business management, accounting, or secretarial skills. The course is structured to meet the specific objectives of each student and is supervised by an appointed member of the business education faculty.

BUS	1105	INDUSTRIAL ORGANIZATION	3	0	0	3
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Prerequisites: None

Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product costs.

CABINETMAKING

CAB	1102	CARPENTRY: MILLWORK & CABINETMAKING	3	0	15	8
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Prerequisites: BPR 1110; CAR 1101

cabinetmaking and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment emphasized in learning methods of construction of millwork and cabinetry. Practical applications include measuring,

layout, and construction of base and wall cabinets, built-in desks, door and window frames, stairs, and interior and exterior cornices and trim. Materials and finishes are also studied. CAB 1109, 1110 and 1111 are equivalent to CAB 1102.

CAB	1109	CARPENTRY: MILLWORK AND CABINETMAKING I	0	0	6	2
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Prerequisites: None
Cabinetmaking and millwork as performed by the general carpenter for building construction. Safe use of shop tools and equipment emphasized in learning methods of construction of millwork and cabinetry. Practical applications include measuring layout, construction of base and wall cabinets, built-in desks; materials and finishes are also studied. CAB 1109, 1110, and 1111 are equivalent to CAB 1102.

CAB	1110	CARPENTRY: MILLWORK AND CABINETMAKING II	0	0	6	2
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Prerequisites: CAB 1109
Continues the topics introduced in CAB 1109. Interior cornices and trim are introduced. Materials and finishes are also studied. CAB 1109, 1110, and 1111 are equivalent to CAB 1102.

CAB	1111	CARPENTRY: MILLWORK AND CABINETMAKING III	3	0	3	4
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Prerequisites: CAB 1110
Continues CAB 1109 and CAB 1110. Materials and finishes selections are further studied. CAB 1109, 1110, and 1111 are equivalent to CAB 1102.

CARPENTRY

CAR	236	CONSTRUCTION ESTIMATING AND FIELD INSPECTING	3	0	3	4
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Prerequisites: ARC 112; MAT 101
Includes interpretation of working drawings for a project, preparation of material and labor quantity surveys from plans and specifications, and approximate and detailed estimates of costs. Students study material take off, labor take off, subcontractor estimates, overhead costs, and bid and contract procedures. Detailed inspection of construction by comparing the finished work to the specifications is also included.

CAR 1101	CARPENTRY	3	0	15	8
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Prerequisites: None

Brief history of carpentry and present trends of the construction industry. Involves operation, care, and safe use of carpenters' hand tools and power tools in cutting, shaping, and joining construction materials used by the carpenter. Major topics of study include theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction, and form construction and erection.

CAR 1103	CARPENTRY: FRAMING	3	0	15	8
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Prerequisites: CAR 1101; BPR 1111

Principles and practices of frame construction beginning with the foundation sills and including floor joists, subfloors, wall studs, ceiling joists, rafters, bridging, bracing, sheathing, and interior wall partitions. Roof construction includes layout and construction methods of common types of roof, using standard rafter construction, truss construction, and post and beam construction. Application and selection of sheathing and roofing is included. Consideration is given to coordination of carpentry work with installation of electrical, air conditioning, heating, plumbing, and mechanical equipment.

CAR 1104	CARPENTRY: FINISHING	3	0	18	9
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Prerequisites: CAR 1103; BPR 1111

Emphasis on exterior and interior trims and finishes. Included are materials and methods used in finishing carpentry such as exterior cornices, door and window trims, interior flooring, door and window facings, moldings and cornice construction; installation of hardware; and installation of built-in equipment and cabinets.

CAR 1113	CARPENTRY: ESTIMATING	3	0	3	4
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Prerequisites: BPR 1110 or permission of instructor

Practical course in quantity "take off" from prints of jobs performed by the carpenter; figuring the quantities of materials needed and costs of building various components and structures.

CAR 1114	BUILDING CODES	3	0	0	3
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Prerequisites: CAR 1103

Prerequisites: CAR 1104

Study of building codes and the minimum requirements for local, county, and state construction regulations. Attention is given to safety, sanitation, mechanical equipment and materials, and to a review of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.

COMPUTER APPLICATION

CAS	100	INTRODUCTION TO MICROCOMPUTER APPLICATIONS	2	0	3	3
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Prerequisites: Academic credit for beginning keyboarding
A general introduction to the microcomputer, DOS, and various software application packages, including word processing, spreadsheeting and database management. Strictly an applications course--will not cover programming.

This course has a lab fee of \$2.50 per lab/clinical/shop hour.

CAS	101	PERSONAL COMPUTER FAMILIARIZATION	2	2	0	3
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Prerequisites: None
Presents an overview of personal computers. Topics include computer hardware, operating systems, operations, word processing, spreadsheets, database, and introduction to BASIC programming.

There is a \$5.00 lab fee for this course.

CAS	105	INTRODUCTION TO COMPUTERS: MANAGING SOFTWARE	2	2	0	3
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Prerequisites: None
The novice user will, after a short survey of the graphical interface (menu system), be introduced to spreadsheet software and word processing software. The intent of the course is to learn to manage the software, not become an expert in its use. A student would learn no more, for example, of word processing than the ability to write a letter, resume or simple report.

There is a \$5.00 lab fee for this course.

CAS	213	MULTIMEDIA INSTRUCTIONAL DESIGN	4	0	0	4
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Prerequisites: CSC 104 or CSC 147
Students will design a complete multimedia project to be implemented in advanced courses. Among topics covered are photography, animation, color, sound, testing, learning principles, peripherals, copyright and introduction to scripting.

CAS	217	INTEGRATING PERIPHERALS IN MULTIMEDIA DESIGN	2	4	0	4
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Prerequisites: CSC 213

Students will learn to incorporate the use of various peripherals and attendant media into their multimedia projects. Familiarity with various peripherals, appropriate uses for technical subjects, modifying various media for use, and copyright considerations will be covered. Some scripting may be required.

CAS	240	SPREADSHEET APPLICATIONS/LOTUS	2	0	3	3
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Prerequisites: CAS 100 or equivalent

In one package, software provides spreadsheet (electronic worksheet for analysis and forecasting), business graphics (spreadsheet information displayed in graphic form), and database management.

This course has a lab fee of \$2.50 per lab/clinical/shop hour.

CAS	241	DATABASE MANAGEMENT	2	0	3	3
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Prerequisites: CAS 100 or equivalent

An applications approach teaching the following as they pertain to data bases: creating, entering data, accessing data, and presenting data. Uses both the menu and prompt for entering commands.

This course has a lab fee of \$2.50 per lab/clinical/shop hour.

CAS	242	DESKTOP PUBLISHING	2	2	0	3
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Prerequisites: CAS 100 or equivalent

Students will prepare custom-designed documents, including multicolumn page layouts, using lines and boxes, shading, working with graphics, merging files from paint packages and spreadsheet applications.

This course has a lab fee of \$2.50 per lab/clinical/shop hour.

CAS	243	ADVANCED SPREADSHEET APPLICATIONS	2	0	3	3
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Prerequisites: CAS 240

Continuation of CAS 240, with further study of database management, printgraph, and advanced features. Emphasis on macros as a programming language for specialized spreadsheets.

This course has a lab fee of \$2.50 per lab/clinical/shop hour.

CAS	244	SPREADSHEET APPLICATIONS/EXCEL	2	0	3	3
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Prerequisites: CAS 100 or equivalent

Familiarity with the Excel environment, entering information, formatting a worksheet editing data in the worksheet, creating and editing formulas, building databases creating charts, and automating work by use of macros.

This course has a lab fee of \$2.50 per lab/clinical/shop hour.

CHEMISTRY

CHM	105	GENERAL CHEMISTRY	3	2	0	4
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Prerequisites: ENG 089 and MAT 100 or appropriate placement test scores.

Corequisites: Enrollment in Respiratory Care, T-201 or Manufacturing Engineering Technology programs

A survey of general chemistry with emphasis placed on the aspects of chemistry that apply to physiological processes. CHM 105 and 106 equate to CHM 110. Enrollment in this course more than two times requires the written permission of the science department chairman.

There is a \$5.00 lab fee for this course.

CHM	106	ORGANIC AND BIOCHEMISTRY	3	2	0	4
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Prerequisites: CHM 105 with a grade of C or better

A survey of organic and biochemistry with emphasis placed on the aspects of chemistry that apply to physiological and biochemical processes. CHM 105 and 106 equate to CHM 110. Enrollment in this course more than two times requires the written permission of the science department chairman.

There is a \$5.00 lab fee for this course.

CHM	110	CHEMISTRY FOR HEALTH SCIENCES	3	2	0	4
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Prerequisites: ENG 089 and MAT 100 or appropriate scores on the placement test

Corequisites: Enrollment in Nuclear Medicine or T-201 programs

A survey of general, organic, and biological chemistry with emphasis placed on the aspects of chemistry that apply to physiological and biochemical processes. CHM 105 and 106 may be substituted for CHM 110. CHM 110 also removes a chemistry deficiency for nursing students. Enrollment in this course more than two times requires the written permission of the science department chairman.

There is a \$5.00 lab fee for this course.

CHM 251	INORGANIC CHEMISTRY	3	2	0	4
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Prerequisites: MAT 101

Study of inorganic chemistry including matter and energy, atoms, chemical bonds, chemical reactions and equations, gases, solutions, acids, bases, salts, ionization, and radiation.

There is a \$5.00 lab fee for this course.

CHM 252	ORGANIC CHEMISTRY	3	2	0	4
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Prerequisites: CHM 251

Study of organic compounds including nomenclature, properties, and reactions of hydrocarbons and derived compounds including alcohols, ethers, carbonyl compounds, amines, and amides.

There is a \$5.00 lab fee for this course.

CHM 253	BIOCHEMISTRY	3	2	0	4
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Prerequisites: CHM 252

Study of the structure and intermediary metabolism of carbohydrates, lipids, proteins, nucleic acids, hormones, vitamins and enzymes.

There is a \$5.00 lab fee for this course.

CHM 260	NUTRITION	3	0	0	3
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Prerequisites: A high school or college chemistry course

A study of the biochemistry of carbohydrates, lipids, proteins, vitamins, and minerals. Includes foods, methods of diet planning, and contemporary issues in nutrition.

CHM 265	ENVIRONMENTAL CHEMISTRY	5	2	0	6
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Prerequisites: MAT 101 or appropriate placement test scores

Study of basic chemical principles and practices designed to enable students to make informed judgments on crucial environmental issues of current concern.

There is a \$5.00 lab fee for this course.

CIVIL

CIV	105	MATERIALS AND METHODS	3	0	3	4
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Prerequisites: MAT 100; ENG 089 or appropriate placement test scores
 Materials used in the construction of architectural structures are studied. Field trips to construction sites and a study of manufacturers' specifications for materials and properties and standard sizes of structural materials and construction techniques are included.

CIV	114	STATICS	5	0	0	5
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Prerequisites: MAT 102; PHY 101
 Study of forces, resultants, and types of force systems; moments; equilibrium of coplanar forces for analytical and graphic methods; stresses and reactions in simple structures; equilibrium of forces in space; and center of gravity, centroids, moment of inertia, and hydrostatic load analysis. Problem solving using computer data.

CIV	216	STRENGTH OF MATERIALS	3	2	0	4
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Prerequisites: CIV 114
 Study of fundamental stress and strain relationship, shear and bending moments and stresses and deflections in beams and columns. Design of members also included. Problem solving using computer data.

CIV	235	CODES, SPECIFICATIONS, AND CONTRACT DOCUMENTS	3	0	3	4
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Prerequisites: ARC 112
 Study of building codes and their effect on specifications and drawings. Purpose and writing of specifications and their legal and practical application to working drawings are studied. Contract documents analyzed and studied to determine client-architect-contractor responsibilities, duties, and mutual protection.

CRIMINAL JUSTICE

CJC	100	BASIC LAW ENFORCEMENT TRAINING	17	0	24	25
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Prerequisites: None
 Prepares individuals to take the Basic Training--Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina

Sheriff's Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriff's Commission. Students satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer.

CJC	101	INTRODUCTION TO CRIMINAL JUSTICE	3	0	0	3
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Prerequisites: ENG 101 or appropriate placement test scores
Designed to provide an overview of the criminal justice system including its philosophy, objectives, and legal limitations in a democratic society.

CJC	110	JUVENILE DELINQUENCY	3	0	0	3
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Prerequisites: ENG 101 or appropriate placement test scores
Study of the factors contributing to juvenile delinquency and evaluation of the methods employed in delinquency control. Special attention given to the role of juvenile agencies and to the legal procedures utilized in dealing with offenders.

CJC	112	MOTOR VEHICLE LAW	3	0	0	3
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Prerequisites: ENG 101 or appropriate placement test scores
Study of the traffic enforcement codes with primary emphasis on North Carolina law.

CJC	113	CORRECTIONS LAW	3	0	0	3
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Prerequisites: LEX 103
This course will include a study of the historical progression of the civil rights of convicted violators. The course will also include a review of recent and current U.S. Supreme Court decisions dealing with the constitutional rights of inmates in both federal and state prisons.

CJC	120	CRIMINOLOGY	3	0	0	3
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Prerequisites: ENG 101 or appropriate placement test scores
A survey of the concepts and theories surrounding human behavior associated with criminal activity.

CJC	121	VICTIMOLOGY	3	0	0	3
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Prerequisites: CJC 101
A study of the interaction between victims and agencies of the justice system; patterns of victimization; problems with crime reporting and non-reporting; problems with adjustment to victimization; victims assistance programs; restitution programs; victim

involvement in sentencing and parole decision; and characteristics of victims and offenders in various crime categories.

CJC	125	CRIMINAL PROCEDURES & NC COURT SYSTEM	3	0	0	3
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Prerequisites: LEX 115 or permission of advisor
Designed to provide the student with a knowledge of legal aspects of criminal procedures from the initial investigation through the final appeal.

CJC	130	LAW ENFORCEMENT REPORTS AND FORMS	2	2	0	3
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Prerequisites: CJC 101; ENG 103
A comprehensive course which introduces the student to the various types and purposes of police reports.

CJC	205	EVIDENCE	3	0	0	3
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Prerequisites: CJC 125
Instruction covers the legal aspects of the various kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

CJC	206	EVIDENCE PHOTOGRAPHY	2	0	3	3
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Prerequisites: CJC 101
Study of photographic principles and their application to evidence photography. Students develop skills in photographic techniques and the use of various types of equipment through lab practice.

CJC	209	TECHNIQUES OF INVESTIGATION I	2	2	0	3
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Prerequisites: CJC 101
An introductory course in the fundamental concepts of investigative processes.

CJC	211	CRIMINALISTICS	2	2	0	3
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Prerequisites: ENG 101 or appropriate placement test scores
General survey of the methods and techniques employed in modern scientific investigations with emphasis on evidence which is compared by physical means.

CJC	212	COMMUNITY RELATIONS AND ETHICS	3	0	0	3
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Prerequisites: ENG 101 or appropriate placement test scores

A study of the nature of community relations and the entities of the criminal justice system. It is designed to inform the student of the vital role of the criminal justice system and the community, ways the community should be involved in the operations of the police and the corrections programs in that community, ways to promote good relations and the importance of public education of their role in the community, along with strategies for the involvement of volunteers.

CJC	214	ORGANIZATIONAL LEADERSHIP AND MANAGEMENT	3	0	0	3
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Prerequisites: CJC 101

Designed to train students in the skills necessary for management level positions in today's public service organizations with emphasis on criminal justice agencies. While desirable leader personality traits and various leadership styles will be discussed, emphasis will be place on the ability to apply the theories of group dynamics, motivation, situational leadership, communication and problem solving in attaining goals of an organization and techniques of measuring success and effectiveness. Techniques in problem solving, conflict resolution, participative management, decision making and creative thinking as related to forecasting are applied in this course.

CJC	215	TECHNIQUES OF INVESTIGATION II	2	2	0	3
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Prerequisites: CJC 130, 211

An advanced course in the actual methods and techniques employed in the investigative processes.

CJC	216	IDENTIFICATION TECHNIQUES	2	0	3	3
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Prerequisites: CJC 101

Survey of contemporary identification techniques with primary emphasis on fingerprinting. Students develop skills in taking and classifying rolled impressions and in developing latent lifts through lab practice.

CJC	220	POLICE ADMINISTRATION	3	0	0	3
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Prerequisites: CJC 214

An introduction to the principles of organization and administration with emphasis on the theories and techniques used in law enforcement agencies.

COOPERATIVE EDUCATION

COE	101A-	COOPERATIVE EDUCATION FIELD				
	107A	EXPERIENCE	0	10	0	1

COE	101B-	COOPERATIVE EDUCATION FIELD				
	107B	EXPERIENCE	0	20	0	2

Prerequisites: None

Through Cooperative Education, students work in part-time or full-time positions related to their programs of study or career interest and for employers selected and/or approved by the College. Students are supervised by a faculty member or cooperative education coordinator from the College. Generally, a student may receive a maximum of two credit hours during any one quarter, but may not receive more than the number allowable toward graduation in the chosen degree or diploma. (See Cooperative Education in the general section of this catalog.)

COE	202	FIELD EXPERIENCE:				
		ADMINISTRATIVE OFFICE	1	0	20	3

Prerequisites: 100 hours and 2.0 GPA

Designed to offer students the opportunity to fine-tune office skills in a work environment. Students will be placed in a part-time office position relevant to the Administrative Office Technology curriculum. Students will be supervised by a faculty member and will attend a one-hour class each week for evaluation, suggestions, and further training as needed.

COE	203	FIELD EXPERIENCE: MEDICAL OFFICE	1	0	20	3
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Prerequisites: 100 hours and OSC 230 (minimum grade of "C")

Opportunity to perform in a medical office environment or health care setting. Students will incorporate proper use of oral and written communications; accept personal responsibilities of promptness, personal neatness, and the development of interpersonal working relationships; and perform competently in office responsibilities including making appointments, billing, and transcribing medical correspondence and reports.

COE	220	SEMINAR PRACTICUM: SPECIAL NEEDS	1	0	10	2
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Pre/Co-requisites: EDU 206 and permission of instructor

This supervised practicum experience gives the student an opportunity to apply age appropriate principles of child development, relationships, and learning in a special needs environment. The seminar gives the student an opportunity to evaluate practical experiences and to discuss curriculum components.

COE	221	SEMINAR PRACTICUM: SCHOOL AGE	1	0	10	2
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Prerequisites: EDU 226A, 226B and/or permission of instructor

This supervised practicum experience gives the student an opportunity to apply age appropriate principles of child development, relationships, and learning in a school age environment. The seminar gives the student an opportunity to evaluate practical experiences and to discuss curriculum components.

COE	240	DATA PROCESSING PRACTICE IN INDUSTRY I	0	0	10	1
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Prerequisites: To be taken in either of the two quarters prior to graduation

Cooperative endeavor between Pitt Community College and industry to give students on-the-job training experience. Students work in computer operations for a given company, on location, for a minimum of 10 hours per week.

COE	241	DATA PROCESSING PRACTICE IN INDUSTRY II	0	0	10	1
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Prerequisites: To be taken in either of the two quarters prior to graduation

Continuation of the on-the-job training begun in COE 240.

COE	245	RETAILING PRACTICUM (INTERN)	0	0	20	2
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Prerequisites: None

Course consists of 20 hours on-the-job training in the area(s) of Marketing and Retailing at a local retail outlet. It is suggested that the practicum (internship) be done the remaining 2 quarters of the program so educational experience can correlate along with work experience. The practicum will be set up by the Marketing and Retailing Coordinator.

COE	247	CORRECTIONS INTERNSHIP	1	0	20	3
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Prerequisites: 5th quarter courses in curriculum master plans.

This course is designed to familiarize the participating student with the principles of practical application of procedures and techniques in the management of offenders in a correctional setting. The students work in corrections facilities twenty hours per week on the job without pay and under close supervision of a corrections supervisor. Each student keeps a daily log of activities and is required to attend a one-hour classroom seminar in which he/she shares the experience and tasks performed with fellow students. The student will gain experience in custody classification, promotions, assignments, and will assist in classification, counseling, recreation and case management. The student will become familiar with educational and vocational programs, community programs activities, as well as on-site and off-site volunteer

activities. A project will be required as the major written work of the course. An evaluation will be required of the student and the field work supervisor.

COE	248	DATA PROCESSING PRACTICE: ACADEMIC AND INDUSTRY	1	0	20	3
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Prerequisites: To be taken in either of the two quarters prior to graduation.
Designed to offer students the opportunity to work in a professional environment. Students will be placed in a part-time computer-related environment. Students will be supervised by a faculty member and will attend a one-hour class each week for evaluation, suggestions, and further training as needed.

COE	249	PARALEGAL INTERNSHIP/SEMINAR	2	0	10	3
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Prerequisites: 6th quarter courses in curriculum master plans
Students work in law firms, in public defenders' offices and/or similar settings ten hours per week on the job, without pay, and under close supervision of an attorney. Each student keeps a log of his/her daily activities. The supervising instructor confer periodically with the supervising attorney, office staff, and the paralegal student. The student is required to attend a two-hour classroom seminar in which he/she share the tasks performed during the previous week's internship with fellow students in order to pool common learning experiences which will enhance the student's overall learning experience. Areas of deficiency will be reviewed. Students will be required to turn in an evaluation of their internship experience and of the paralegal program at Pitt Community College.

CORRECTIONAL SCIENCE

COR	207	CONFINEMENT FACILITIES ADMINISTRATION	3	0	0	3
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Prerequisites: CJC 101
Supervision and administration of facilities, involving techniques of inmate supervision, security, medical care of prisoners, food preparation, sanitation, and various legal aspects controlling detention facilities, correctional institutions, and jails.

COR	208	CORRECTIONS CASE MANAGEMENT	3	0	0	3
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Prerequisites: PSY 224
This course is designed to introduce the student to the philosophy and approach of case management. The student in this course of instruction will be taught how to manage and supervise the inmate in a confinement setting. The instructions will cover

the classification process which includes the assigning of the inmates to various programs, duty stations and job assignments. The discipline procedures and the process of maintaining control by proper supervision of the inmates at every level while demanding security and compliance of all the rules and regulations of the institution and the State of North Carolina will be studied.

COR	234	COMMUNITY BASED CORRECTIONS	3	0	0	3
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Prerequisites: CJC 101

Exploration of philosophy and programs of juvenile and adult probation supervision, aftercare parole, halfway homes, work and educational release-furlough as well as executive clemency and interstate compact practices. Dilemma of surveillance-custody/control factors vs. supervision-treatment examined. Introduction to classification of offenders, followed by analysis of possible treatments. Citizen-agency relationships investigated, along with potentials of utilizing citizen volunteer programs.

COSMETOLOGY

COS	1101	COSMETOLOGY I	0	0	40	12
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Prerequisites: None

Includes a study of professional ethics, grooming and personality development; and sterilization, sanitation, first aid, and bacteriology. The practical work is devoted to fingerwaving, pin curling, roller curling, manicuring, marcelling, hair cutting, and hair relaxing. COS 1105 and 1106 are equivalent to COS 1101.

COS	1102	COSMETOLOGY II	0	0	40	12
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Prerequisites: COS 1101

Study of the theory and practical application of permanent waving (cold and heat wave), tinting and bleaching, anatomy, facials, and scalp treatments. COS 1107 and 1108 are equivalent to COS 1102.

COS	1103	COSMETOLOGY III	0	0	40	12
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Prerequisites: COS 1102

Study of the theory and practical application of hair styling and wig care; disorders of skin, nails, and hair; electricity; chemistry; and operational management. COS 1109 and 1110 are equivalent to COS 1103.

			Clin/ Credit			
			Class	Lab	Shop	Hours
COS	1104	COSMETOLOGY IV	0	0	20	6
Prerequisites: COS 1103						
Study of the theory and practical application of advanced hair styling, operational management, and salesmanship.						
COS	1105	COSMETOLOGY I-A	0	0	20	6
Prerequisites: None						
Includes a study of professional ethics, grooming, and personality development. The practical work is devoted to fingerwaving, pin curling, roller curling, and manicuring. COS 1105 and 1106 are equivalent to COS 1101.						
COS	1106	COSMETOLOGY I-B	0	0	20	6
Prerequisites: COS 1105						
Continues all topics introduced in COS 1105 plus sterilization, sanitation, first aid and bacteriology. The practical work is devoted to continuation of practical work introduced in COS 1105 and marcelling, hair cutting, and hair relaxing as introduced. COS 1105 and 1106 are equivalent to COS 1101.						
COS	1107	COSMETOLOGY II-A	0	0	20	6
Prerequisites: None						
Study of the theory and practical application of permanent waving (cold and heat wave) tinting and bleaching. COS 1107 and 1108 are equivalent to COS 1102.						
COS	1108	COSMETOLOGY II-B	0	0	20	6
Prerequisites: COS 1107						
Continues all topics introduced in COS 1107 plus anatomy, facial, and scalp treatment. COS 1107 and 1108 are equivalent to COS 1102.						
COS	1109	COSMETOLOGY III-A	0	0	20	6
Prerequisites: None						
Study of the theory and practical application of hairstyling and wig care; disorders of skin, nails, and hair. COS 1109 and 1110 are equivalent to COS 1103.						
COS	1110	COSMETOLOGY III-B	0	0	20	6
Prerequisites: COS 1109						
Continues all topics introduced in COS 1109 plus electricity; chemistry, and operational management. COS 1109 and 1110 are equivalent to COS 1103.						

COMPUTER LANGUAGE PROGRAMS

CSC	102	PROBLEM SOLVING TECHNIQUES AND APPLICATIONS	3	0	0	3
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Prerequisites: None

Problem analysis and definition. Abstract/concrete continuum, techniques which may lead to solution, appropriate techniques, static/dynamic continuum, real barriers/transparent barriers to solution will be studied.

CSC	103	PROBLEM SOLVING THROUGH COMPUTER APPLICATIONS	2	2	0	3
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Prerequisites: CSC 102 and a programming language

A course in problem analysis and definition, identifying desired input/output, developing appropriate algorithms, converting algorithms for computer uses, and methods of testing for errors. Applications will cover a broad range. Computer software used will vary.

There is a \$5.00 lab fee for this course.

CSC	104	INTRODUCTION TO COMPUTERS: OPERATING SYSTEMS	2	2	0	3
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Prerequisites: None

The novice user will be introduced to the graphical interface (menu system) which allows the user to interact with the operating system. This is followed by a short survey of the most frequently used DOS commands. The user will install software and test it. Then the user will create simple batch files.

There is a \$5.00 lab fee for this course.

CSC	105	OBJECT DESIGN AND WINDOWS PROGRAMMING	2	4	0	4
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Prerequisites: CSC 118, 147

Students will be introduced to object design and working with events and messages streams through Windows. They will work with Windows; class pointers, constructors, and arguments through calls to the Windows operating system. The course is designed to provide a basic understanding for all of the object oriented courses such as CSC 208, CSC 210, and CSC 148.

CSC	106	INTRODUCTION TO THE INTERNET	2	2	0	3
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Prerequisites: CAS 100 or CAS 101 or CAS 105, or CSC 104 or CSC 151

This course will give an overview of the INTERNET past, present and future. It will include techniques used in searching, viewing and transferring files. It will also cover electronic mail (sending, reading and saving).

CSC	112	BASIC I	2	2	0	3
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Prerequisites: None

A general introduction to microcomputers and their capabilities and to the BASIC programming language, from simple input/output to multi-dimensional arrays.

There is a \$5.00 lab fee for this course.

CSC	113	BASIC II	2	4	0	4
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Prerequisites: CSC 112

Multidimensional arrays, screen design and introduction to file processing for business and personal use. Sequential and random access files are manipulated through use of written menu-driven applications.

There is a \$10.00 lab fee for this course.

CSC	114	INTRODUCTION TO COMPUTER CONCEPTS	3	0	0	3
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Prerequisites: None

Introductory course in computers for students pursuing degree in data processing or desiring a general non-technical knowledge of terminology and concepts. No previous knowledge or experience in data processing required.

CSC	116	COMPUTER SYSTEMS	4	0	0	4
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Prerequisites: CSC 112, 114

Study of computer operating systems involving architecture and programming concepts such as query, externally defined files, object oriented architecture, logic and physical files, single level and virtual storage, and utilities.

CSC	118	COBOL	2	4	0	4
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Prerequisites: CSC 112, 114

Designed to provide basic training in structured COBOL programming. The COBOL language programming methods and techniques are studied. Students develop program logic and write structured COBOL programs for solving sample problems.

There is a \$10.00 lab fee for this course.

CSC	119	ADVANCED COBOL	2	4	0	4
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Prerequisites: CSC 116, 118
Continuation of training in COBOL programming techniques and methods. Designed to provide students with the opportunity to apply skills learned in COBOL to typical business applications with emphasis on arrays, tables, control breaks, and disk file organization.

There is a \$10.00 lab fee for this course.

CSC	144	PERSONAL COMPUTER MANAGEMENT & MAINTENANCE	2	4	0	4
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Prerequisites: CSC 112, 147
This course defines and explains personal computer hardware and software components. It provides a basic understanding of computer problems and how to deal with them.

There is a \$10.00 lab fee for this course.

CSC	147	PERSONAL COMPUTER OPERATING SYSTEM	3	2	0	4
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Prerequisites: CSC 112, 114; or permission of instructor
A study of an operating system on a personal computer. The student will develop a basic understanding of the relationship between hardware architecture, system software and application software. The student will also be trained in using the various commands that are a part of the operating systems.

There is a \$5.00 lab fee for this course.

CSC	148	C LANGUAGE	2	4	0	4
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Prerequisites: CSC 147; or permission of instructor
C Language will be introduced as a tool for object-oriented programming. Topics include variables, constants, operators, expressions, program control statements, user-defined function, pointers, arrays, structures, unions, and user-defined types, and simple objects.

There is a \$10.00 lab fee for this course.

CSC	149	ADVANCED C LANGUAGE	2	4	0	4
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Prerequisites: CSC 148

This course is a continuation of CSC 148 and covers objects, enumerated data input/output and disk files, queues, stacks, function overloading, virtual function and inheritance. The emphasis is on applications.

There is a \$10.00 lab fee for this course.

CSC	151	INTRODUCTION TO COMPUTERS	5	0	0	5
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Prerequisites: None

Presents the basic concepts of data processing fundamentals, history, hardware software and social implications. Word processing, spreadsheet, and database packages are used for hands on training.

CSC	204	C LANGUAGE III	2	4	0	4
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Prerequisites: CSC 149

This course will expand upon CSC 149 with more detailed examination of stacks queues, polymorphism, binary files, complex inheritance, files of disparate kinds c objects, and user-created object libraries. Again, the emphasis will be upon a single application.

There is a \$10.00 lab fee for this course.

CSC	208	PROGRAMMING WITH DATABASE SOFTWARE	2	4	0	4
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Prerequisites: CSC 112, 114, 147

Uses menus as an introduction, with a majority of the course being devoted to reports queries, and forms.

There is a \$10.00 lab fee for this course.

CSC	209	ADVANCED PROGRAMMING WITH DATABASE SOFTWARE	2	4	0	4
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Prerequisites: CSC 208

Students will write a complete application in database software. The course includes advanced file processing, error trapping, screens, shortcuts and other advanced programming techniques.

There is a \$10.00 lab fee for this course.

CSC	210	PROGRAMMING WITH MULTIMEDIA	2	4	0	4
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Prerequisites: CSC 112, familiarity with Windows environment, or permission of the instructor

The course is designed to introduce the student to the current programming techniques used to manage a sophisticated multimedia environment. The student will create presentations and interactive sessions from pre-packaged video disks, video tapes, etc.

There is a \$10.00 lab fee for this course.

CSC	215	ADVANCED COMPUTER SYSTEMS	4	0	0	4
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Prerequisites: CSC 224

A continuation of CSC 116 with special emphasis on creating and managing data base files. Query will be studied and used extensively in creating reports based on these files.

CSC	216	DATA COMMUNICATIONS & NETWORKING	2	4	0	4
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Prerequisites: CSC 112, 114 and 147 or permission of instructor

The course will acquaint the students with the concepts of networking from both a hardware and software viewpoint. In addition, the student will obtain a working knowledge of both the application and the management of a computer network.

There is a \$10.00 lab fee for this course.

CSC	217	ADVANCED PROGRAMMING FOR MULTIMEDIA	2	4	0	4
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Prerequisites: CSC 210, CAS 217, or permission of instructor

This course is designed to create systems books, to work directly with the environment and to introduce the extensibility of multimedia. Students will take projects created in CSC 210 and will expand into the more sophisticated aspects of programming with graphical objects and Windows.

CSC	218	MULTIMEDIA DATABASE DESIGN	2	4	0	4
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Prerequisites: CSC 209, 210, CAS 217

Students will create a database incorporating sound, video, static photography, etc. from various hardware sources. They will create templates for displaying the requested information on the monitor. Search strategies will be emphasized. This course will be an extension of CSC 208 and CSC 209.

CSC	219	INTRODUCTION TO CLIENT SERVER COMPUTING	2	4	0	4
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Prerequisites: CSC 116, 209

This course will give an overview of client server computing. The past history of the field and where it stands today will be explained. Clients, Networks, Server Relational Database Management and the operation of a Client Server System will be thoroughly explored.

CSC	223	RPG	2	4	0	4
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Prerequisites: CSC 116, 118, or permission of instructor

Study of report generator language appropriate for use with a small or mid-range computer. Students will develop program logic and write programs to solve appropriately related sample business problems.

There is a \$10.00 lab fee for this course.

CSC	224	ADVANCED RPG	2	4	0	4
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Prerequisites: CSC 223

Continuation of CSC 223 with special emphasis on applications that use interactive workstation and database programming techniques.

There is a \$10.00 lab fee for this course.

CSC	233	CUSTOMER INFORMATION COMPUTER SYSTEM (CICS)	2	4	0	4
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Prerequisites: CSC 118

Provides instruction in writing telecommunications application programs to run under control of the Customer Information Control System (CICS). Also, students learn the concepts and operation of the information display system to fully utilize the display format facility of the CICS.

There is a \$10.00 lab fee for this course.

CSC	234	INTERACTIVE WORKSTATION PROGRAMMING	2	4	0	4
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Prerequisites: CSC 224

Designed to provide the student with sufficient knowledge of on-line programming techniques on a mid-range computer. Emphasis is on terminal utilization, screen design, screen generators, and coding rules and techniques.

There is a \$10.00 lab fee for this course.

CSC	236	SYSTEMS ANALYSIS I	3	0	0	3
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Prerequisites: CAS 100 or 101 and CSC 114 or CSC 151

The student will study in detail the process of designing and implementing systems. The importance of involving management in this process will be emphasized. The role of the analyst as well as the tools and technologies used by the analyst will be explored. The phases of the systems development life cycle will be studied.

CSC	237	DATABASE MANAGEMENT	2	4	0	4
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Prerequisites: CSC 208, 215

The built-in relational database capabilities of a multi-user computer will be explored in depth. The student will learn how to design a database, define the structure of database files, create the actual files, put data into these files, change the data and query the files. Data integrity will be stressed.

There is a \$10.00 lab fee for this course.

CSC	238	ADVANCED SYSTEMS ANALYSIS	2	4	0	4
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Prerequisites: CSC 236 and at least one advanced programming course, or permission of instructor

The backend phases of the Systems Development Life Cycle will be thoroughly explored. Students will create the system that they designed in Systems Analysis I. CASE tools and new technologies will be investigated in depth. Reiteration, testing and implementation will be stressed. User involvement and the involvement of management will be emphasized.

CSC	245	APPLICATIONS DESIGN: TEAM APPROACH	2	4	0	4
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Prerequisites: CSC 224

Designed to provide students with sufficient knowledge in computer methodology to permit the use of computers in business. Emphasis centers on the development of a typical business application, including complete documentation, using a team programming approach.

There is a \$10.00 lab fee for this course.

CSC	246	APPLICATIONS DESIGN: INDIVIDUAL APPROACH	2	4	0	4
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Prerequisites: CSC 245

Emphasizes the preparation and utilization of operations data used in a typical business, case problems involving systems established for collecting the data, and generating information for organizational units. Audit trails enabling the tracing of transactions back to the original sources or forward to the first report analyzed. Simulated data used to demonstrate programming techniques required in processing management information. Students design, program, and test an entire business application with minimum assistance.

There is a \$10.00 lab fee for this course.

CSC	247	PC APPLICATION DESIGN	2	4	0	4
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Prerequisites: CSC 204, 209

The student will incorporate all of the skills previously acquired on the personal computer to create a business application. These include networking, the operating system, database, code generating software, working with pointers and data structures, etc.

There is a \$10.00 lab fee for this course.

DESIGN (CREATIVE & AESTHETIC)

DES	112	TYPOGRAPHY I	2	4	0	4
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Prerequisites: DES 116

A survey of the evolution of type - both style and proportion. An introduction to the common characteristics, the measurement, and fitting of type.

DES	113	TYPOGRAPHY II	2	4	0	4
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Prerequisites: DES 112, 116, 117

An introduction to phototypesetting and applications to computerized typesetting.

DES	116	COMPUTER II	2	4	0	4
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Prerequisites: None

An introductory course in advanced imaging with Aldus Freehand.

DES	117	COMPUTER III	2	4	0	4
Prerequisites: DES 116 An introductory course to page make-up with Aldus PageMaker.						
DES	118	COMPUTER IV	2	4	0	4
Prerequisites: DES 117 A course in advanced computerized illustration with Adobe Illustrator.						
DES	119	HISTORY OF DESIGN	2	0	0	2
Prerequisites: None To illustrate and explain the main styles in the History of Design with emphasis on the period from 1850 to the present. A primary objective will be to relate historical styles and developments to contemporary design trends.						
DES	120	ILLUSTRATION I	2	4	0	4
Prerequisites: ART 104; DES 116, 117 Course introduces various media used in creating dynamic visual presentations, the object of which is to stimulate the student's awareness of alternative means of expression.						
DES	121	DESIGN I	2	4	0	4
Prerequisites: None Introduction to basic design and its elements and concepts. Deals with problems in balance, value, line, texture, and shape. Work with basic tools and materials to explore some of the design possibilities of two-dimensional format included.						
DES	122	GRAPHIC DESIGN I	2	4	0	4
Prerequisites: DES 116, 121 or portfolio Continuation of Design I with emphasis on the fundamentals of graphic design.						
DES	123	GRAPHIC DESIGN II	2	4	0	4
Prerequisites: DES 116, 117, 121, 122 Introduction to the basic techniques of layout and graphic design including paste-up, mechanicals, typography, and production.						

				Clin/ Credit			
				Class	Lab	Shop	Hours
DES	125	QUARKXPRESS		2	4	0	4
Prerequisites: DES 116							
An introductory course to page design using QuarkXPress.							
DES	210	PRODUCTION		2	4	0	4
Prerequisites: All 100 level drawing, design, and computer courses							
Introduction to production techniques. Includes the exploration of mechanical type and its formation and uses. Airbrush techniques and the commercial uses of silkscreen printing are also included. Each student should acquire a working knowledge of each medium through laboratory exercises provided.							
DES	212	ILLUSTRATION II		2	4	0	4
Prerequisites: DES 116, 117, 120							
Introduction to the use of the illustration in advertising. Students will explore the use of media and illustration styles.							
DES	213	ILLUSTRATION III		2	4	0	4
Prerequisites: DES 212; all 100 level drawing, design, and computer courses							
Advanced problems in advertising illustration with emphasis on originality and the readiness of each student to explore assigned tasks and problems.							
DES	214	TYPOGRAPHY III		2	4	0	4
Prerequisites: All 100 level drawing, design, and computer courses							
Includes hand exercises with the pencil, pen point, and lettering brush as well as mechanical procedures and laboratory exercises to acquire knowledge of availability of type and its usage.							
DES	224	GRAPHIC DESIGN III		2	4	0	4
Prerequisites: DES 123; all 100 level drawing, design, and computer courses							
Introduction to intermediate layout and design techniques for offset printing, including the preparation of camera-ready art work. Laboratory problems include an introduction to the graphic art darkroom procedures necessary for offset printing and an introduction of the offset press operation.							

DES	225	GRAPHIC DESIGN IV	2	4	0	4
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Prerequisites: DES 224; all 100 level drawing, design, and computer courses
 Study of advanced problems in layout and design techniques and advanced darkroom procedures necessary for offset production. Laboratory exercises include multicolor offset production problems.

DES	226	GRAPHIC DESIGN V	2	4	0	4
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Prerequisites: DES 225; all 100 level drawing, design, and computer courses
 Includes use of simulated professional working conditions in utilizing advanced layout and design techniques for printing. Students will explore a variety of problems and present solutions for general class critique and discussion.

DES	235	PORTFOLIO DEVELOPMENT	2	4	0	4
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Prerequisites: Enrolled in or completed all ART, DES, PHO courses
 Students become familiar with specific areas of interest and prepare personal portfolios for presentation to prospective employers.

DRAFTING

DFT	101	TECHNICAL DRAFTING	1	0	3	2
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Prerequisites: None
 Introduction to the field of drafting. Includes a study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are the use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric instruction, orthographic instruction, drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective drawing are introduced.

DFT	103	DRAFTING AND SKETCHING	1	0	3	2
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Prerequisites: None
 Study of drafting fundamentals, with assignments requiring manual drafting tools. Practice in describing and making freehand orthographic and pictorial sketches of objects.

DFT	107	TECHNICAL DRAFTING	1	3	0	2
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Prerequisites: ELN 100

In addition to basic drafting skill, emphasis will be on applications in the electronics field. Specialized experience will be included which directly relates to the electronics industry, such as types of drawings common to electronics, special symbols used schematic diagrams, and layout diagrams with an emphasis on printed circuit work

DFT	110	COMPUTER-AIDED DRAFTING I (CAD)	1	0	3	2
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Prerequisites: DFT 101 or DFT 107

Introduces the student to the computer, the drafting software, the printer and the plotter as tools used in the process of producing drawings. Primary emphasis of lab time on the CAD system. This emphasis begins early in the quarter and continues throughout. Progressive textbook assignments and lab assistance ensure fundamental knowledge of the software menus and the production, filing, and retrieval of drawings.

DFT	111	COMPUTER-AIDED DRAFTING II (CAD)	1	0	3	2
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Prerequisites: DFT 110

Practical exercises to guide students to an understanding and application of CAD menus and symbol libraries. Emphasize proficiency in using the CAD system and its advanced features for problem solving as they relate to solving as they relate to using the CAD plotter for producing finished drawings.

DFT	112	TECHNICAL DRAFTING I	0	0	3	1
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Prerequisites: None

Introduction to the field of drafting. Includes a study of drawing principles and practices for describing objects in the graphic language. Basic skills and techniques of drafting included are the use of equipment, lettering, geometric construction, orthographic construction, projection problems dealing with the principles of isometric, oblique and perspective drawings.

DFT	113	TECHNICAL DRAFTING II	0	0	3	1
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Prerequisites: DFT 112

A continuation of DFT 112. Included are descriptive geometry problems involving auxiliary views, intersections, and developments. Students will also be introduced to computer applications in drafting. CAD drawings of orthographic and sectional views will be produced.

DFT	114	TECHNICAL DRAFTING III	1	0	3	2
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Prerequisites: DFT 113

A continuation of DFT 113. Included are civil drafting problems involving plot plans, topographic data, contours and mapping. The student will also be given architectural problems including floor plans, elevations, and sections, with an emphasis on presentation drawings and building components.

DFT	220	STRUCTURAL DRAFTING	3	0	3	4
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Prerequisites: ARC 211

Concentrated study and drawing of structural plans with emphasis on details and shop drawings of the structural components of buildings, including steel, reinforced concrete, and timber structure. Appropriate symbols, conventions, dimensioning practices, and notes used by the draftsman included. Emphasis also on drafting appropriate drawings for fabrication and erection of the structural components.

DFT	1151	COMPUTER AIDED DRAFTING	2	4	0	4
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Prerequisites: None

This course introduces the student to the uses of computers for drafting. Upon completion the student should be able to: (1) identify the components of CAD systems and define their uses; (2) use the commands of the CAD system software; (3) draw points, lines, curves, and areas; (4) draw objects in orthographic projection, and (5) draw, dimension and plot working drawings of simple mechanical devices.

ECONOMICS

ECO	108	CONSUMER ECONOMICS	3	0	0	3
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Prerequisites: None

Designed to help students use their resources of time, energy, and money. Students given opportunities to build useful skills in buying, managing finances, increasing resources, and understanding the economy.

ECO	151	ECONOMICS I	3	0	0	3
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Prerequisites: None

Fundamental principles of microeconomics including the institutions and practices by which people gain a livelihood. Emphasis placed on basic conditions for the market system and how the market process functions in the real world. Supply and demand, price and cost, and current economic problems stressed.

ECO	152	ECONOMICS II	3	0	0	3
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Prerequisites: ECO 151

Continuation of a study of the principles of economics, with emphasis on macro-issues such as national output and income, international trade and finance, and current economic problems.

ECO	153	ECONOMICS III	3	0	0	3
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Prerequisites: ECO 152

Continuation of the study of basic economic principles. Emphasis placed on current macro- and microeconomics problems and application of economic principles to short range forecasting.

EDUCATION

EDU	101	EARLY CHILDHOOD EDUCATION: OVERVIEW I	3	0	0	3
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Prerequisites: None

This course provides an introduction to the Early Childhood program and an overview of the field, including history of the early childhood movement, types of programs, the role of the early childhood professional, trends in education, and professional ethics

EDU	102	CHILD HEALTH, SAFETY, & NUTRITION	5	0	0	5
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Prerequisites: None

Study of the factors influencing a young child's health with emphasis on safety precautions and treatment procedures. Also, a focus on nutrition concepts and requirements for the child. Student will develop nutrition and health-related activities for young children.

EDU	103	CHILD CARE CREDENTIAL I	3	0	0	3
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Prerequisites: None

This course provides the first half of instruction necessary to qualify for the NC Child Care Credential. This credential prepares an individual for entry level employment as a teacher in a child care setting. Areas of study include introduction to the child care profession, child growth and development, and getting to know the whole child.

EDU	104	CHILD CARE CREDENTIAL II	3	0	0	3
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Prerequisites: EDU 103

This course provides the final half of instruction necessary to qualify for the NC Child Care Credential. This credential prepares an individual for entry level employment as a teacher in a child care setting. Areas of study include developmentally appropriate practices, positive guidance and providing a safe and healthy environment.

EDU	105	EARLY CHILDHOOD EDUCATION: OVERVIEW II	3	0	0	3
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Prerequisites: EDU 101 or permission of instructor

This course concludes the overview of the Early Childhood Education Field. Topics include introductions to principles of child development, observation and assessment of children, and planning for learning.

EDU	108	EARLY CHILDHOOD CURRICULUM	5	0	0	5
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Prerequisites: None

Examination of early childhood curriculum areas. Focus on age appropriate activities to enhance the curiosity, interest, knowledge, and abilities of young children.

EDU	109	GUIDING YOUNG CHILDREN'S BEHAVIOR	3	0	0	3
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Prerequisites: None

Examination of direct and indirect guidance techniques in working with young children.

EDU	115	AUDIOVISUAL & MEDIA INSTRUCTION	3	0	0	3
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Prerequisites: None

Introduces the multi-media approach to teaching young children. Provides experiences in the use of audiovisual equipment and duplicating machines. Includes experience with a laminating process and making transparencies and other visual aids while developing science and social studies units.

EDU	151	INTRODUCTION TO EXCEPTIONAL CHILDREN	3	0	0	3
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Prerequisites: None

To provide students with an understanding of exceptionality. This understanding will include but not be limited to: philosophical and legal aspects; political, social, cultural issues; types and levels of exceptionality; identification processes; multidisciplinary approaches; techniques for mainstreaming; and professional practices and attitudes.

EDU	152	EARLY EXPERIENCES FOR THE PROSPECTIVE TEACHER	1	2	0	2
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Prerequisites: None

An introduction to teaching for prospective teachers. Twenty hours of focused observations and planned participation in appropriate school environments along with 11 hours of seminar class instruction.

EDU	201	CHILDREN'S ISSUES IN TODAY'S SOCIETY	2	0	0	2
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Prerequisites: None

Discussion of issues affecting children and their families. Topics may include: poverty drug and alcohol abuse, family violence, child abuse and neglect, single-parent families, and step-families, among others.

EDU	204	PARTNERSHIP WITH PARENTS	3	0	0	3
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Prerequisites: None

A focus on the parent-child-teacher relationship as a partnership to enhance life for all. Special attention will be given to removing barriers to open communication and techniques conducive to such a partnership.

EDU	205	MULTICULTURAL EDUCATION	3	0	0	3
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Prerequisites: None

Study of the diversity of modern families and the impact of education on attitudes and biases. Students will examine the development of the self-concept and self-esteem and investigate antibias curriculum practices which value and respect diversity in culture, gender, age, and abilities.

EDU	206	EXCEPTIONAL CHILDREN	3	0	0	3
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Prerequisites: EDU 101, 105

Introductory course for those who may work with exceptional children. Importance of early intervention, characteristics of children and families with special needs, and community resources will be examined.

EDU	226A	EARLY CHILDHOOD LABORATORY I	3	0	6	5
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Prerequisites: Permission of instructor

This course prepares the beginning laboratory student for actual classroom experience with children. Topics include planning the physical environment, preparing schedules, creating centers of interest, and writing activity plans. Students observe

and actively participate in the classroom environment under the supervision of the instructor and the professional preschool staff.

EDU	226B	EARLY CHILDHOOD LABORATORY II	1	0	15	6
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Prerequisites: EDU 226A and permission of instructor

This course provides the student with opportunities to implement plans for the classroom learning environment, including scheduling, centers of interest, and activity plans. Level of classroom responsibility is increased to include lead days and one lead week. Students actively participate in the classroom environment under the supervision of the PCC instructor.

EDU	229	INFANT AND TODDLER CARE	3	0	0	3
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Prerequisites: None

Exploration and development of curriculum, activities, and materials for infants and toddlers. Also, an examination of ways to promote development through caregiving activities.

EDU	230	CREATIVE ACTIVITIES I	3	0	0	3
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Prerequisites: EDU 108 or permission of instructor

An examination of music, art, language arts and dramatic play curriculum areas with focus on creating learning environments for young children. Students will develop teacher made materials and organize a file of resources and materials.

EDU	231	CREATIVE ACTIVITIES II	3	0	0	3
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Prerequisites: EDU 108 or permission of instructor

An examination of science, mathematics and social studies curriculum areas with a focus on creating learning environments for young children. Students will develop teacher made materials and organize a file of resources and materials.

EDU	232	PRESCHOOL ADMINISTRATION & SUPERVISION	3	0	0	3
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Prerequisites: None

Designed to assist students in establishing policies and procedures for the operation of a center for the daily group care of young children.

ENGINEERING

EGR	100	INTRODUCTION TO ELECTRONICS- BASED TECHNOLOGIES	1	0	3	2
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Prerequisites: Permission of instructor

This course will introduce the tasks that electronics-based technicians perform on the job. Topics include soldering and desoldering, proper safety practices, basic test equipment (VOM, DMM, oscilloscope, function generator, etc.). The course will introduce the functions of the scientific calculator and will also include topics such as scientific notation, engineering notation, SI abbreviations, accuracy, and significant digits. Typical electronic devices (with their associated schematic symbols) will be introduced. The usage of hand tools such as screwdrivers, needle-nose pliers, solder irons, etc. will be presented. Basic atomic theory and current flow will be discussed such that series and parallel circuits configuration may be analyzed.

EGR	101	COMPUTER APPLICATIONS FOR ENGINEERING TECHNOLOGY	1	2	0	2
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Prerequisites: Permission of instructor

Corequisites: EGR 100

Emphasis is placed on the computer skills and software applications necessary for the electronics technology student to include topics such as digital simulation, analog electronics, and data acquisitions. This course also includes an introduction to microcomputer terminology, concepts, disk operating systems (MS-DOS and WINDOWS) functions and commands, word processing, and spreadsheet.

ELECTRICAL

ELC	101	FUNDAMENTALS OF ELECTRICITY I	4	4	0	6
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Prerequisites: ELN 100

Corequisites: MAT 101

Study of the elementary principles of electricity, including basic electric units, Ohm's Law, Kirchoff's Law, network theorems, magnetics, basic electrical measuring instruments, inductance, capacitance, sine wave analysis, and non-resonant resistive, inductive, and capacitive networks.

ELC	102	FUNDAMENTALS OF ELECTRICITY II	4	4	0	6
Prerequisites: ELC 101 Corequisites: MAT 102 Study of series and parallel resonant-circuit analysis, resonant and non-resonant transformer analysis, basic diode power analysis, and an introduction to electromechanical devices.						
ELC	103	BASIC WIRING PRACTICES I	2	0	6	4
Prerequisites: None This course is a study of the fundamental concepts of direct current electricity, utilizing applications and calculations of current, voltage, resistance, and power rules in electric circuits. Emphasis is placed on construction of DC circuits and using test equipment to verify electrical principles learned in class.						
ELC	104	BASIC WIRING PRACTICES II	3	0	9	6
Prerequisites: ELC 103 or permission of instructor This course is intended to add to the student's knowledge of electrical tools, material, and test equipment. The focus in this course will be on application of skills and techniques learned in Basic Wiring Practices I through the use of shop experiences, and whenever possible, by the use of live projects. Electrical job site and industrial safety will be stressed throughout the course. The use and understanding of the National Electrical Code with regard to specific applications will be introduced.						
ELC	106	NATIONAL ELECTRICAL CODE	4	0	0	4
Prerequisites: None This course provides instruction in the use and interpretation of the National Electric Code. Emphasis will be placed on solving practical field problems by interpreting specific articles, using tables, and performing code calculations to insure safe installations.						
ELC	107	INDUSTRIAL CONTROL FUNDAMENTALS	3	0	12	7
Prerequisites: ELC 104 or permission of instructor Corequisites: ELC 108 The course provides instruction in the fundamental concepts of industrial motor control systems and their installation. Topics include: electromechanical devices, schematics and wiring diagrams, relay ladder logic, solid state devices, motors and controllers, National Electrical Code requirements, and wiring techniques.						

ELC	108	ELECTRICAL BLUEPRINTS & SCHEMATICS	3	0	0	3
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Prerequisites: ELC 104 or permission of instructor

Corequisites: ELC 107

The interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for residential, commercial, and industrial buildings is presented. Sketching schematics and diagrams, electrical symbols and notes according to the applicable codes will be a part of this course.

ELC	110	COMMERCIAL AND INDUSTRIAL WIRING	5	0	12	9
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Prerequisites: BPR 101, ELC 104, or permission of instructor

This course provides instruction in the lay-out, planning, and installation of wiring systems in commercial and industrial facilities. Emphasis will be placed on blueprint reading, the related National Electrical Code articles and the installation of typical commercial and industrial wiring systems. Among the topics to be covered in class and reinforced by lab experiences are: conduit bending and installation, commercial and industrial wiring methods, electrical energy efficiency, raceways and motor and controller installations.

ELC	111	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3	2	0	4
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Prerequisites: None

This course is designed to introduce the student to programmable logic controllers and their applications. Topics to be covered include: input and output modules and devices, power supplies, installation of PLC's and interfacing of equipment.

ELC	112	ALTERNATING & DIRECT CURRENT	2	0	6	4
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Prerequisites: None

Study of the electrical structure of matter; the electron theory; and the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. Ohm's Law and Kirchoff's Law and the relationships and applications of electricity to modern industrial machinery are included.

ELC	113	ALTERNATING CURRENT & DIRECT CURRENT MACHINES & CONTROLS	2	0	6	4
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Prerequisites: ELC 112 or permission of instructor

Study of the fundamental concepts in single and polyphase alternating current circuits, voltages, current, power measurements, transformers, and motors.

Instruction given in the use of electrical test instruments in circuit analysis. Includes a study of the basic concepts of AC and DC machines; simple system controls; and an introduction to the types of controls used in small appliances, including thermostats and timers or sequencing switches.

ELC	114	DIRECT CURRENT	3	0	6	5
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Prerequisites: None

This course is a study of the fundamental concepts of direct current electricity, utilizing applications and calculations of current, voltage, resistance, and power rules in electric circuits. Emphasis is placed on construction of DC circuits and using test equipment to verify electrical principles learned in class.

ELC	115	ALTERNATING CURRENT	2	4	0	4
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Prerequisites: ELC 114 or permission of instructor

This course is designed to be a presentation of the fundamental concepts of alternating current flow reactance, impedance, phase angle, power and resonance. Emphasis is placed on analysis of AC circuits and lab experiments are used to reinforce concepts introduced in class.

ELC	116	ELECTRICAL ESTIMATING	1	2	0	2
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Prerequisites: ELC 104 or permission of instructor

This course covers the basic principles of estimating for electrical trades. Includes take-off of material specifications and price gathering.

ELC	119	INDUSTRIAL ELECTRIC CONTROLS & SYSTEMS	2	0	6	4
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Prerequisites: ELC 113

Fundamental concepts and applications of electrical, pneumatic, and hydraulic control systems. Controls, protecting devices, and industrial applications emphasized.

ELC	121	ELECTRICAL TROUBLESHOOTING	1	0	3	2
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Prerequisites: ELC 119

Utilization of all service tools, instruments, and equipment necessary to analyze all aspects of service and repair, using the procedures employed in service and repair in industry. Students expected to demonstrate ability and initiative in the troubleshooting problems presented.

				Clin/ Credit			
				Class	Lab	Shop	Hours
ELC	125	ELECTRICAL INSTALLATION I		2	0	6	4
Prerequisites: ELC 112							
Layout, planning, and installation of wiring systems in industrial complexes, with emphasis on blueprint reading and symbols, and related National Electrical Code. Emphasis will be placed on 1/2 inch to 2 inch conduit and conductors, sizes 14 to 4/0. Practical experience wiring lighting fixtures, receptacles, and switches in single and poly-phase system to comply with national, state and local codes will be gained in this course.							
ELC	126	ELECTRICAL INSTALLATION II		2	0	6	4
Prerequisites: ELC 125							
A continuation of ELC 125 with emphasis on larger conduits, raceways, and conductors. Busways, busducts, wireways, cable trays and underfloor ducts will be introduced.							
ELC	127	ELECTRICAL INSTALLATION III		1	0	6	3
Prerequisites: ELC 126							
A continuation of ELC 126 with emphasis on special equipment and wiring methods. Trolleys, overhead cranes, large switch gear, explosion-proof equipment, dust-tight, watertight, stainless steel, and seal fittings are part of this course.							
ELC	130	NATIONAL ELECTRICAL CODE		3	0	0	3
Prerequisites: None							
A study of the National Electric Code. Includes service calculations for residential, commercial, and industrial buildings; branch circuits and feeder calculations; and the rules governing electrical wiring in North Carolina.							
ELC	201	PROGRAMMABLE LOGIC CONTROLLER APPLICATIONS		2	0	12	6

Prerequisites: ELC 111 or permission of instructor

This course is designed to take up where the introductory course on programmable logic controllers left off. It will cover PLC in-depth programming, with an emphasis on instruction sets, advanced programming techniques, networking, communications, work and file moves, sequencers, and analog to digital and digital to analog conversions. The course is designed to be extensively "hands-on," and typical programs used in industry will be used as instruction tools.

ELC	204	INSTRUMENTATION & CONTROLS	3	0	3	4
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Prerequisites: None

This course is designed to give the student a basic overview of the types of instrumentation used in industry. Emphasis will be on electric, pneumatic, and pressure instruments and how they are constructed, maintained and calibrated. The course will include hands-on applications, maintenance, and calibrations.

ELC	206	PROGRAMMABLE LOGIC CONTROLLER APPLICATIONS I	1	0	6	3
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Prerequisites: ELC 111 or permission of instructor

This course will cover Programmable Logic Controller in-depth programming, with emphasis on instruction sets, advanced programming techniques, networking, communications, work and file moves, sequencers, and analog to digital and digital to analog conversions.

ELC	207	PROGRAMMABLE LOGIC CONTROLLER APPLICATIONS II	1	0	6	3
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Prerequisites: ELC 206

A continuation of ELC 206. This course is designed to be an extensive "hands-on" course and typical programs used in industry will be used as instruction tools.

ELC	208	ELECTRICAL MAINTENANCE: PREVENTIVE/PREDICTIVE	3	0	3	4
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Prerequisites: None

This course is designed to give the student the basic theory of maintenance, and the special skills to maintain electrical equipment found in residential, commercial, and industrial locations. Emphasis will be on maintenance theory, predictive and preventive maintenance, electrical equipment and maintenance documentation.

ELC	1110	DIRECT CURRENT THEORY & PRACTICE	5	0	12	9
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Prerequisites: None

Study of the structure of matter and the electron theory; the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. Includes an analysis of direct current circuits by Ohm's Law and sources of direct current potentials.

ELC	1111	ALTERNATING CURRENT THEORY & PRACTICE	5	0	12	9
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Prerequisites: ELC 1110

Study of the fundamental concepts of alternating current, including the generation of sine waves and other non-sinusoidal waveforms, reactance, impedance, power, resonance, and alternating current circuit analysis.

ELC	1112	DIRECT & ALTERNATING CURRENT	5	0	12	9
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Prerequisites: None

Study of the electrical structure of matter and electron theory, and the relationship between voltage, current, and resistance in series, parallel, and series-parallel, and series-parallel circuits. Includes an analysis of direct current circuits by Ohm's Law and Kirchoff's Law and a study of the sources of direct current voltage potentials; fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance; and an analysis of alternating current circuits.

ELC	1113	ALTERNATING CURRENT AND DIRECT CURRENT MACHINES & CONTROLS	5	0	12	9
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Prerequisites: ELC 1112

Study of the fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction is given in the use of electrical test instruments in circuit analysis. Includes a study of the basic concepts of AC and DC machines and simple system controls and an introduction to the types of controls used in small appliances, including thermostats and timers or sequencing switches.

ELECTRONICS

ELN	101	ELECTRONIC INSTRUMENTS & MEASUREMENTS	1	4	0	3
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Prerequisites: ELC 102

Study of basic electronic instruments and theories of operation, functions, tolerances, and calibration of both service and laboratory instruments. Laboratory experiences provide opportunities for application of each instrument studied.

ELN	105	CONTROL DEVICES	4	4	0	6
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Prerequisites: ELC 102

Study of the electrical characteristics of transistors. Emphasis on basic parameters and applications of each type of control device in the three terminal, two port system.

ELN	106	CONTROL DEVICES: AUTOMOTIVE	3	2	0	4
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Prerequisites: None

This course is a study of solid state electronic devices with emphasis on digital applications of these devices in automotive circuitry. Topics include diodes, triodes, transistors, transistor amplifiers and switches. Upon completion student should be able to apply the concepts studied to troubleshoot and analyze electronic problems in the automobile circuitry.

ELN	107	ELECTRONICS	2	4	0	4
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Prerequisites: None

Upon completion of this course, students should be able to describe conventional current theory; solve series, parallel, and series-parallel circuit problems; use analog and digital meters to wire and troubleshoot electrical and electronic circuits; describe semi-conductors and electrical sensors as they are used in HVAC control systems; and read and interpret wiring diagrams.

ELN	114	INDUSTRIAL ELECTRONICS	3	0	3	4
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Prerequisites: ELC 115 or permission of instructor

Study of basic industrial electronic systems such as motor controls, alarm systems, environmental controls, load-management controllers, and the electronic controls used in production machinery. Emphasis will be placed on troubleshooting and repair of the systems found in manufacturing.

ELN	118	DIGITAL CONCEPTS	2	0	3	3
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Prerequisites: ELC 112

Introduces study of digital computer fundamentals, including binary numbers, logic circuits, arithmetic circuits, bistable circuits, registers, operations, microprocessing, programming, and memories.

				Clin/ Credit			
				Class	Lab	Shop	Hours
ELN	119	PROGRAMMABLE CONTROLLERS		1	0	3	2
Prerequisites: ELC 112 Basic study in programmable controllers, including programming, troubleshooting, and applications for motor control, alarm systems and environmental systems found in most industries.							
ELN	120	INDUSTRIAL INSTRUMENTATION & CONTROLS		3	0	6	5
Prerequisites: ELN 114 Study of instruments used for monitoring, measuring, and controlling of machines used in manufacturing processes. Emphasis will be on troubleshooting, calibration, tolerances, and repair of instruments.							
ELN	201	DIGITAL FUNDAMENTALS		4	4	0	6
Prerequisites: ELN 114 or permission of instructor This course will provide an introduction to digital systems which includes topics from sequential and combinational logic. Areas of study include number systems, codes, Boolean Algebra, and logic families. Laboratory sessions stress circuit fabrication, extensive hands-on experience, use of basic digital test equipment and troubleshooting.							
ELN	205	APPLICATION OF TRANSISTORS		5	6	0	8
Prerequisites: ELN 105 Practical applications of transistors to basic audio amplifiers, power supplies, and oscillators.							
ELN	211	COMMUNICATION CIRCUITS		4	4	0	6
Prerequisites: ELN 205 Corequisites: ELN 215 Emphasizes the principles involved in the use of components and devices studied and provides for practice in testing the components and using them in simple relationships in circuits with other units.							
ELN	212	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS		3	4	0	5

Prerequisites: ELN 214
 This course is an introduction to programmable logic controllers (PLCs). Topics include the conversion of control ready logic ladder diagrams to PLC logic ladder

diagrams, PLC programming, and proper connections of PLCs. Other topics include selection and installation, Boolean programming, ladder programming, input/output characteristics, latch circuits, master control relays, timers and counters, sequencer programming and troubleshooting. The course will stress PLC logic and I/O configuration, programming techniques, program de-bugging, and system troubleshooting.

ELN	214	FUNDAMENTALS OF DIGITAL ELN I	3	2	0	4
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Prerequisites: ELN 105; MAT 103
 Study of wave shaping techniques, clipper and clamper circuits, multivibrators, gate circuits, and counter circuits. Includes binary, octal, hexadecimal, binary-coded decimal number systems as well as Boolean algebra and the reduction of circuit components by Boolean algebra and Karnaugh maps.

ELN	215	FUNDAMENTALS OF DIGITAL ELN II	3	2	0	4
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Prerequisites: ELN 214
 A study of digital circuits and systems and circuits concentrating on the circuits in microcomputer systems.

ELN	220	ELECTRONIC SYSTEMS	5	4	0	7
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Prerequisites: ELN 215
 Block diagram course: includes investigations of numerous electronic systems, using modules or blocks of circuits already studied which have been arranged to produce complex electronic systems. The systems are explained and reduced to functions and then to block diagrams. AM, FM, and Single Sideband transmitters and receivers; multiplexing; TV transmitters and receivers; pulse-modulated systems; computers; telemetry; navigational systems; and sonar and radar considered.

ELN	222	DATA COMMUNICATIONS SYSTEMS	3	4	0	5
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Prerequisites: ELN 211
 This course introduces the fundamentals of data communication systems and their operations in today's communication environment. Data transmission in a modern telephone system will be introduced. Data communication protocols will be studied. The fundamentals of local area networks will be covered. Digital multiplexing, T-1 carrier, serial interfaces, (RSV-232) and modems will be covered. The use of phase lock loops and other special integrated circuits in digital communications systems are presented.

ELN	231	INTRODUCTION TO MICROPROCESSORS	3	2	0	4
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Prerequisites: ELN 215

Introduces the student to the fundamentals and to the hardware and software of microprocessors and microcomputers as they are used to synthesize digital circuits for instrumentation and control.

ELN	245	ELECTRONIC DESIGN PROJECT	0	4	0	2
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Prerequisites: ELN 210, 215

Students are required to design and construct projects approved by the instructor. Includes selection of project and design, construction, and testing of the completed project. Projects may include AM and FM transmitters or receivers, amplifiers, test equipment, control devices, simple counters, lasers, or masers.

ELN	1103	INTRODUCTION TO ELECTRONIC DEVICES	5	0	12	9
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Prerequisites: ELC 1111

Introduction to vacuum tubes and semiconductors used to control direct and alternating current. Characteristics of diodes, triodes, tetrodes, pentodes, and transistors in power supplies, voltage amplifiers, power amplifiers, and oscillators, and the advantages, disadvantages, and uses of each.

ELN	1104	CIRCUIT APPLICATIONS I	4	0	9	7
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Prerequisites: ELN 1103

Study of vacuum tubes and semiconductor devices with characteristic curves and manufacturers; data used to determine how and why a circuit configuration behaves in a predetermined manner. The applications and uses of the different configurations and simple design characteristics of each are included.

ELN	1105	CIRCUIT APPLICATIONS II	4	0	9	7
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Prerequisites: ELN 1104

Study of electronic components and circuits used in industrial applications. Included is a study of sensory devices and detectors, the associated circuitry and indicating devices, relays, switching and monitoring circuits, and other devices applicable to the field of industrial electronics.

ELN	1108	DIGITAL CONCEPTS I	3	0	3	4
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Prerequisites: ELN 1103

Introduces study of digital computer fundamentals including binary numbers, logic circuits, arithmetic circuits, bistable circuits, registers, and memories.

ELN	1109	MAINTENANCE & ANALYSIS OF ELECTRONIC SYSTEMS	4	0	9	7
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Prerequisites: ELN 1105

Study in the analysis and maintenance of electronic systems. Included are component troubles and their effects on circuit behavior as related to electronic systems used in private entertainment and to equipment used in business and industrial applications.

ELN	1110	DIGITAL CONCEPTS II	3	0	3	4
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Prerequisites: ELN 1108

Continues study of digital computer fundamentals including circuits, operations, microprocessing, and programming.

ELN	1111	ELECTRONIC TROUBLESHOOTING	3	0	0	3
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Prerequisites: ELN 1103

Study of electronic troubleshooting methods and procedures for radio, high fidelity stereo, tape recorders, television, cameras and video tape recorders, CB and mobile radio, electronic organs, and digital circuits. Included is the use of electronic instruments, test equipment, tools and auxiliary items.

ELN	1125	RADIO RECEIVER SERVICING	5	0	0	5
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Prerequisites: ELC 1111

Study of the principles of radio reception and practices of servicing. Included are block diagram and schematics of radio receivers, servicing techniques of AM and FM receivers by resistive measurements, signal injection and signal tracing, voltage analysis, and methods of locating faulty stages and components.

ELN	1127	TELEVISION RECEIVER CIRCUITS AND SERVICING	10	0	18	16
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Prerequisites: ELN 1103, 1125

Study of the principles of television reception and practices of servicing. Included are block diagrams and schematics of monochrome and color television receivers, servicing techniques by resistive measurements, voltage and image analysis, and methods of locating and repairing defective components.

ENGLISH

ENG	086	INTRODUCTION TO BASIC ENGLISH	5	0	0	5
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Prerequisites: Appropriate placement test scores
Individualized whole language approach to develop basic reading, writing, and speaking skills.

ENG	087	BASIC ENGLISH I	5	0	0	5
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Prerequisites: Appropriate placement test scores
A whole language course designed to develop students' proficiency in reading, writing, speaking, and critical thinking. Emphasis will be placed on writing grammatically correct, well-organized paragraphs and on mastering basic reading competencies through a variety of texts.

ENG	088	BASIC ENGLISH II	5	0	0	5
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Prerequisites: ENG 087 or appropriate placement test scores
A whole language course designed to develop students' proficiency in reading, writing, speaking, and critical thinking. Emphasis will be placed on using critical and analytical reading skills to respond to reading selections from a variety of texts and on using the writing process to compose grammatically correct paragraphs and essays.

ENG	089	BASIC ENGLISH III	5	0	0	5
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Prerequisites: ENG 088 or appropriate placement test scores
A whole language course designed to develop students' proficiency in reading, writing, speaking, and critical thinking. Emphasis will be placed on advanced reading skills and on content area reading. Students will write essays of varying lengths using evaluation, analysis, and synthesis.

ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
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Prerequisites: ENG 089 or appropriate placement test scores
Designed to improve self expression by applying the basic principles of English grammar to written communication.

ENG	101A	GRAMMAR AND COMPOSITION I LAB	0	2	0	1
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Prerequisites: Instructor referral or appropriate placement test scores
 Individualized course designed to improve the student's skills in specific areas of grammar.

ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3
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Prerequisites: ENG 101
 Designed to aid the student in the improvement of self expression in composition. Emphasis is on the sentence, paragraph, and whole composition.

ENG	102A	GRAMMAR AND COMPOSITION II LAB	0	2	0	1
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Prerequisites: "C" or lower in ENG 101, instructor referral, or appropriate placement test scores
 Individualized course designed to improve the student's writing skills.

ENG	103	REPORT WRITING	3	0	0	3
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Prerequisites: ENG 102 and at least two quarters of curriculum work
 Designed to instruct students in writing for business and industry and tailored to individual curriculums when possible. Emphasis is on memos, various types of informal reports, graphic communications, and proofreading and editing. May include a formal report.

ENG	106	SPELLING TECHNIQUES	3	0	0	3
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Prerequisites: None
 Designed to improve spelling ability. Participants study the relationship of spoken English to spelling, spelling patterns, and commonly misspelled words. They also study vocabulary in their areas of concentration such as medicine, law, or architecture.

ENG	161	COMPOSITION I	5	0	0	5
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Prerequisites: ENG 089 or appropriate placement test scores
 Covers the essential skills of standard written English and the application of those skills in expository and analytical writing. Emphasis on critical reading and writing across the curriculum. Essays of varying length on subjects drawn from readings in text.

ENG	162	COMPOSITION II	5	0	0	5
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Prerequisites: ENG 161; LIB 151

Designed to instruct students in the critical analysis of human experience. Covers techniques of library research and the writing of research papers. Subjects for writing assignments drawn from selected readings to include poetry, short fiction, drama and the novel.

ENG	163	PROFESSIONAL AND ACADEMIC WRITING	5	0	0	5
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Prerequisites: ENG 161; LIB 151

Designed to instruct students in the critical analysis of human experience through reading, library research, and research writing. Includes analytical and argumentative writing. Has topics relating to business, science, and technology. Emphasis on realistic, contemporary issues. Prepares students to use critical thinking skills and effective communication to work toward resolutions of problems. May be taken in place of ENG 162.

ENG	204	ORAL COMMUNICATIONS	3	0	0	3
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Prerequisites: None

Introduction to interpersonal communication to enable the student to communicate with others effectively. Focuses on the nature of the communication process, including self perception, group interaction, and language as a symbolic process.

ENG	217	CHILDREN'S LITERATURE	3	0	0	3
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Prerequisites: EDU 108 or permission of instructor

Designed to familiarize students with the well-known authors and illustrators of children's literature and to introduce them to the best quality books for young people. Emphasis is on the use of these materials with the children to obtain maximum pleasure and learning.

ENG	251	BRITISH LITERATURE I	3	0	0	3
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Prerequisites: ENG 161 and ENG 162, or permission of instructor
Study of British literature from Beowulf to the Romantic Period.

ENG	252	BRITISH LITERATURE II	3	0	0	3
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Prerequisites: ENG 161 and ENG 162, or permission of instructor
Continuation of ENG 251; study of British literature from the Romantic Period to the present.

ENG	261	AMERICAN LITERATURE I	3	0	0	3
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Prerequisites: ENG 161 and ENG 162, or permission of instructor
Major works of American literature from the colonial period through World War I.

ENG	262	AMERICAN LITERATURE II	3	0	0	3
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Prerequisites: ENG 161 and ENG 162 or permission of instructor
Continuation of ENG 261; major works of American literature from World War I to the present.

ENG	275	ADVANCED BUSINESS & TECHNICAL WRITING	3	0	0	3
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Prerequisites: BUS 206; ENG 103 and at least four quarters in curriculum work.
Designed to instruct students in types of writing frequently required in business and industry. Tailored to individual career goals and curriculums whenever possible. Emphasis on management and supervisory functions of communication. Prepares students to use critical thinking skills and effective communication to work toward resolutions of typical business problems and to create a positive business environment.

ENG	1102	COMMUNICATION SKILLS	3	0	0	3
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Prerequisites: RED 1101 or appropriate placement test scores
Designed to improve students' communication skills in specific work situations. Learning experiences include completing job applications, job interviews, letter writing, telephone communications, technical vocabulary, and customer communications.

GEOGRAPHY

GEO	151	INTRODUCTION TO GEOGRAPHY	5	0	0	5
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Prerequisites: ENG 089 or OSC 101 or appropriate placement test scores
Major physical and cultural elements of the environment and their influence on human activity.

GEO	152	WORLD GEOGRAPHY: LESS DEVELOPED REGIONS	5	0	0	5
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Prerequisites: Appropriate placement test scores or ENG 089

An introductory survey of developing regions including Latin America, Sub-Saharan Africa, North Africa and the Middle East, South Asia, Southeast Asia, and China. Emphasizes geographic aspects of the physical environment, population, economy, resources, and current issues in each region. If time permits, a brief overview of the geography of developed regions will be provided.

GERONTOLOGY

GRO	202	GERIATRIC PROGRAMMING	3	2	3	5
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Prerequisites: OTA 205

Corequisites: OTA 206

Concepts of the aging process, retirement, physical, emotional, and social adjustments to aging will be presented. Students study techniques of geriatric therapy programs for individuals and groups. Emphasis is on maintaining independence, activities of daily living, life review and productivity. An assistant level therapist's role in activity programming is stressed. Community programs are examined.

HEALTH

HEA	151	PERSONAL AND COMMUNITY HEALTH	3	0	0	3
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Prerequisites: None

Investigation of mental, social, and physical health problems related to man's internal and external environment in technological and leisure oriented societies. The objective is efficient and effective performance in daily living through maintenance of optimal personal and community health.

HISTORY

HIS	151	AMERICAN HISTORY I	5	0	0	5
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Prerequisites: Appropriate placement test scores or ENG 089 or OSC 101
History of the United States from its beginning to the end of Reconstruction.

HIS	152	AMERICAN HISTORY II	5	0	0	5
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Prerequisites: Appropriate placement test scores or ENG 089 or OSC 101
History of the United States from Reconstruction to the present.

HIS	160	WORLD HISTORY TO 1500	5	0	0	5
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Prerequisites: Appropriate placement test scores or ENG 089 or OSC 101
Development of civilization from prehistory to the Reformation.

HIS	161	WORLD HISTORY SINCE 1500	5	0	0	5
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Prerequisites: Appropriate placement test scores or ENG 089 or OSC 101
World civilizations from the Renaissance to the present.

HIS	170	CURRENT HISTORY	3	0	0	3
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Prerequisites: None
Designed for students at all levels (vocational, technical, college transfer), this course examines history as it is being made. Students will study current (and/or recent) political systems and understand their political philosophies. This knowledge will be used to understand and analyze at least three major current events affecting world news during the quarter taught.

HUMAN SERVICES

HSE	102	ORIENTATION LAB I	0	2	0	1
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Prerequisites: None
Designed to promote professional, program, and personal identification and development. Emphasizing verbal and nonverbal interaction in interpersonal communication. Strongly recommended for all first-year Human Services Technology students.

HSE	108	CHANGE AGENCY LAB I	0	0	3	1
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Prerequisites: HSE 112 or 113 or 216 and/or permission of instructor
 A four-day human relations training lab in a retreat setting off campus. Lab staffed by qualified trainers. Students are offered practice in the interpersonal and group skills they have learned in courses in group processes.

HSE	111	INTRODUCTION TO HUMAN SERVICES	3	0	3	4
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Prerequisites: None
 Introduction to the history of human services and related theories and systems. Agencies, institutions, and programs which help meet human services needs are studied in broad context of social and political systems. Guest lecturers, representative of human services occupations, and field trips to agencies and institutions delivering human services offer a familiarization with the components of the delivery system.

HSE	112	GROUP PROCESSES I	1	0	3	2
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Prerequisites: Permission of instructor
 Introduction to interpersonal concepts and problems of communication in interpersonal transactions. Designed to allow students to become more aware of themselves and their feelings about themselves and other people with whom they come in contact. To facilitate this self-awareness and personal growth, students work in small groups, learning through analyses of their own experiences including feelings, reactions, perceptions and behavior.

HSE	112P	PRACTICUM I	1	0	6	3
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Prerequisites: Permission of instructor
 Students spend six hours per week in clinical laboratory experiences under the supervision of a qualified instructor. Emphasis on the application of concepts and principles from related course content.

HSE	113	GROUP PROCESSES II	1	0	3	2
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Prerequisites: HSE 112 and/or permission of instructor
 Continued study of interpersonal relationships in small group interactions. Students work in small groups during the quarter, learning through analyses of their own experiences, including feelings, reactions, perceptions, and behavior, using the framework of transactional analysis.

HSE	113P	PRACTICUM II	1	0	6	3
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Prerequisites: HSE 112P and/or permission of instructor
Continuation of Practicum I.

HSE	114	INTERVIEWING & COUNSELING	3	2	0	4
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Prerequisites: ENG 101, 102 and at least two quarters of curriculum work or permission of instructor

Corequisites: ENG 103

Study of purpose, structure, focus, and techniques employed in effective interviewing. Laboratory experiences providing opportunities for observation, practice, recording, and summarizing personal histories under faculty supervision. Importance of interview as client's initial encounter with system is stressed; interviewing to meet need of client rather than of system.

HSE	115	FIELD EXPERIENCE	2	0	30	12
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Prerequisites: Satisfactory completion of one practicum and HSE 114 and/or permission of instructor

Work in a human services agency, institution, or program under the supervision of college personnel. Students have an opportunity to apply and practice what has been learned in the program while learning from the professionals in the field.

HSE	120	ACTIVITIES IN HUMAN SERVICES	2	2	0	3
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Prerequisites: None

Overview of the types of activities (occupational, recreational, play, music, drama, nonverbal) utilized as therapeutic techniques with particular emphasis on the purpose of each: ways of creating and holding interest in the activity; and the role of the Human Services Associate in assisting patients to participate.

HSE	131- 133	READINGS IN HUMAN SERVICES	0	2	0	1
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Prerequisites: Permission of instructor

Designed for students who wish to specialize or expand their knowledge in certain areas of human services. Under the supervision of human services faculty members, students study materials relative to concepts in human services and write critical analyses. Time for independent study allotted, and individual conferences with the supervising instructor arranged.

HSE	202	ORIENTATION LAB II	0	2	0	1
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Prerequisites: None

Continuation lab of HSE 102 for Human Services Technology students to enhance professional and personal development. Emphasis placed on verbal and nonverbal techniques to facilitate interpersonal communication. Strongly recommended for second-year Human Services Technology students.

HSE	210	CHANGE AGENCY LAB II	0	0	3	1
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Prerequisites: HSE 112, or 113, or 216 and/or permission of instructor

A four-day human relations training lab which occurs in a retreat setting off-campus. The lab is staffed by qualified group leaders and the students are afforded an experience to practice the interpersonal and group skills they have learned in HSE 216.

HSE	210P	PRACTICUM III	1	0	6	3
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Prerequisites: Permission of instructor

Students placed six hours per week in an agency to obtain job experience related to course work. Supervised by qualified agency personnel.

HSE	215	HUMAN SERVICES SEMINAR	3	0	0	3
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Prerequisites: Permission of instructor

In-depth review of current issues and trends within the field of mental health. Students expected to demonstrate the knowledge and experience gained in previous study and training in group conferences and oral reports.

HSE	216	GROUP PROCESSES III	1	0	3	2
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Prerequisites: HSE 112 or HSE 113 and/or permission of instructor.

Final formal group experience. Attention given to the development of the students' abilities to communicate with others as well as to facilitate communication between others.

HSE	227	THERAPEUTIC COMMUNITIES	1	2	0	2
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Prerequisites: None

This course is designed to understand the process behind establishing a therapeutic community and to participate in the creation of therapeutic community. Target populations will be identified, i.e. homeless, family violence, drug treatment, mentally ill, adolescents, and mentally retarded; characteristics identified and management techniques will be developed.

Prerequisites: Permission of instructor
Designed for students who wish to specialize or expand their knowledge in certain areas of human services. Under the supervision of human services faculty members, students investigate and study materials and data from primary and secondary sources relative to concepts in human services and prepare reports in the style appropriate to discipline.

HUM	151	THINKING CRITICALLY	5	0	0	5
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Prerequisites: ENG 088 or appropriate placement test scores
Uses lectures, discussion, readings, written assignments, and problem-solving activities to sharpen a student's ability to think clearly, logically, critically, and effectively.

HUM	280	CULTURAL INFLUENCES	5	0	0	5
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Prerequisites: ENG 162; HIS 160 or HIS 161
A survey course designed to acquaint students with the major cultural influences on western thought.

HYD	140	HYDRAULIC & PNEUMATIC FUNDAMENTALS	3	2	0	4
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Prerequisites: MAT 100 or permission of instructor

This course is designed to give the student a general knowledge of the basic components of hydraulic and pneumatic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic and pneumatic calculations. Topics include the use of standard symbols, pumps, control valves, control assemblies, actuators, and the basic maintenance procedures.

HYD	235	HYDRAULICS & PNEUMATICS	3	0	3	4
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Prerequisites: None

Basic theories of hydraulic and pneumatic systems. Combinations of systems in various circuits. Basic designs and functions of circuits and motors, controls, electrohydraulic servomechanisms, plumbing, filtration, accumulators, and reservoirs.

HYD	1140	HYDRAULIC & PNEUMATIC FUNDAMENTALS	3	0	3	4
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Prerequisites: None

Basic theories and uses of hydraulic and pneumatic systems and also the combination of systems. Basic designs and functions of circuits and motors, controls, electrohydraulic servo-mechanisms, filtration, accumulators, and reservoirs. Installation and maintenance of the components will be made by the students.

INSURANCE

INS	101	PRINCIPLES OF LIFE & HEALTH INSURANCE (PART I)	2	0	0	2
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Prerequisites: None

LOMA Part I is designed to acquaint students with the basic feature of life and health insurance and annuity products. Upon completion of this course, students should be able to list the elements of an insurable risk; define the basic life, health, and annuity products; explain premium calculations and reserves; describe the major clauses in a life policy; and sit for the FLMI Part I Exam. Students must register with the Life Office Managers Association to sit for the national exam.

INS	104	LIFE, ACCIDENT & HEALTH INSURANCE	5	0	0	5
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Prerequisites: None

Study of risk and function of life and health insurers; interpretation of laws relating to life, accident, and health insurance. Includes classifications, life insurance contract provisions, general agent responsibilities, types of health insurance; and social insurance. This course qualifies students to take the North Carolina licensing exam required of Life, Accident and Health insurance agents.

INS	105	MEDICARE SUPPLEMENT/LONG TERM CARE	2	0	0	2
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Prerequisites: INS 104

A continuation of INS 104 for students who wish to add the marketing of these specialized products to their Life, Accident and Health License. Upon completion of this course, students should be able to explain Medicare A and B and Medicare to a client; aid the client in selecting the Medicare Supplement and Long Term Care products necessary to supplement Medicare A and B; apply North Carolina and Federal laws to the agent client relationship. This course qualifies students to take the North Carolina licensing exam required of the Medicare Supplement/Long Term Care agents.

INS	106	PROPERTY & CASUALTY INSURANCE	5	0	0	5
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Prerequisites: None

Study of risk and function of property and casualty insurers. Interpretation of laws relating to property and casualty, property exposures, personal and commercial liability protection, and individual and group health coverage. This course qualifies students to take the North Carolina licensing exam required of Property and Casualty agents.

INS	115	PERSONAL RISK MANAGEMENT & INSURANCE (HS 315)	3	0	0	3
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Prerequisites: INS 104, 106

This course is designed particularly for multi-line agents and is an elective in both CLU and ChFC. Upon completion of this course, students should be able to identify and describe personal loss exposures; explain all parts of the various homeowners and auto insurance forms; list and explain social insurance programs, individual health insurance, group health insurance; take the HS 315 Exam.

INS	120	FUNDAMENTALS OF FINANCIAL PLANNING (HS 320)	3	0	0	3
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Prerequisites: CAS 100; INS 104; MAT 100 or permission of instructor

This introductory course, required in both CLU and ChFC, sets the stage for programs by providing an overview of the environment in which financial services professionals assist clients in meeting their financial counseling and planning needs. Upon completion of this course, students should be able to use effective communication skills in gathering client information and meeting client needs through financial planning; explain to a client the time value of money and use the formulas in actual planning cases; describe and use income and estate tax planning; explain to a client the risk management process and how insurance planning, investment planning, and

retirement planning affect it; use computerized financial planning; and explain the regulatory and ethical environment of financial planning. Successful students may sit for the HS 320 Exam. Students must register with the American College to sit for the national exam.

INS	140	EMPLOYEE BENEFIT CONCEPTS & MEDICAL CARE BENEFITS (CEBS)	3	0	0	3
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Prerequisites: INS 102

This course begins with an overview of the environment of the employee benefit plans and covers hospital plans, surgical/medical expense plans, major medical plans, dental and vision care, and health care cost containment techniques. The new and/or expanded topics in the revised course include managed care, long-term care, health maintenance organizations (HMO's), preferred provider organization (PPO's), and retiree medical benefits.

INS	200	DISABILITY INCOME TRAINING COURSE (LUTC)	4	0	0	4
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Prerequisites: INS 104

This is one of a series of preparatory courses for the Life Underwriting Training course Fellow (LUTCF). Upon completion of this course, students should have the skills to enter the disability income market with knowledge and confidence. They should be able to describe the market opportunities, how to get extra sales, use field-proven methods to close sales of life and disability income, describe the business coverage and advantages, and turn objectives around. Case studies will be used. Upon satisfactory completion of this course, students will earn 60 Study and Practice Equivalents toward the LUTCF.

INS	220	NASD SERIES 22 REVIEW	2	0	0	2
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Prerequisites: INS 104

Upon completion of this course, students should be able to describe the life cycle of a Tax Advantage Investment; evaluate Tax Advantage Investments, such as Real Estate, Oil and Gas, Equipment Leasing, Agriculture, Coal, Exotics, Taxation; determine client fit; explain the applicable Federal Securities Regulations, including Securities Act of 1933 and Securities Exchange Act of 1934; and sit for Series 22 Exam on Direct Participation Programs.

INS	221	NASD SERIES 6 & 63	2	0	0	2
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Prerequisites: INS 104

This course is designed as a review for persons taking the NASD Series 6 and 63 Exam. Upon completion, students should be able to explain the laws applicable to

variable annuities, mutual funds, and Blue Sky transactions; and sit for both national exams.

INS	222	NASD SERIES 7 REVIEW	4	0	0	4
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Prerequisites: INS 104

This course is designed to prepare individuals to take the NASD Series 7 Exam. Upon completion of this course, students should be able to describe the various equity markets; explain the types of equities and how they differ; calculate conversion parity; describe the tax advantages of various investments; read a consolidated tape; describe how orders work; explain how puts and calls work; discuss the rules applying to client accounts; explain how margins work and how to calculate transactions in margin accounts; define short sales; discuss the economics that affect the equities market; complete a security analysis; read the financial news; calculate financial ratios; describe the taxation of securities transactions; read and understand applicable federal law and NASD regulations; and sit for the Series 7 Exam.

INDUSTRIAL SCIENCE

ISC	102	INDUSTRIAL SAFETY	3	0	0	3
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Prerequisites: None

Deals with the many elements of an industry-wide safety program. Provides an in-depth treatment of job safety analysis, plant inspection, plant arrangement, housekeeping, and the maintenance and handling of materials. Special emphasis given to compliance with the new Occupational Safety and Health Act, and to paperwork procedures and processes.

ISC	110-	READINGS IN INDUSTRIAL				
	130	MANAGEMENT	1	0	0	1

Prerequisites: None

Designed for students who wish to specialize or expand their knowledge in industrial management under the supervision of the Industrial Management faculty. Structured to enable study of materials related to concepts in industrial management.

ISC	201	INDUSTRIAL ORGANIZATION & MANAGEMENT	3	0	0	3
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Prerequisites: None

Organizational structure for industrial management including operational and financial activities. Includes accounting; budgeting; credit and industrial risks;

forecasting and markets; selection and layout of physical facilities; and selection, training, and supervision of personnel as found in typical industrial organizations.

ISC	202	STATISTICAL QUALITY ASSURANCE	3	0	0	3
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Prerequisites: MAT 101 or permission of Department Chair

Provides an overview of quality control activity and its scope throughout the entire business system of a company. Among the topics discussed are the elements of quality control work, the organization required to get the work accomplished, methods of measuring the effectiveness of the function, and the integration of the various quality-related activities of the organization into a quality system.

ISC	203	PRODUCTIVITY MEASUREMENT & IMPROVEMENT	3	0	0	3
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Prerequisites: None

Provides a systematic, practical, and logical treatment of motion and time study as utilized in today's business and industrial enterprises. Covers direct and indirect work and office activities and looks at the broad range of work measurement techniques. Recently developed concepts and techniques are evaluated.

ISC	204	VALUE ANALYSIS	3	0	0	3
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Prerequisites: None

Common sense approach to cost reduction. Provides students with an opportunity to review in depth the concepts and techniques of value analysis and engineering. Emphasis is placed upon identifying and removing unnecessary production costs.

ISC	209	PLANT LAYOUT	4	0	0	4
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Prerequisites: None

Provides a practical study of factory planning with emphasis on the most efficient arrangement of work areas to achieve lower manufacturing costs. Sample layouts for small and medium size industries and the effective use of personnel, money, machinery, and materials are included.

ISC	213	PRODUCTION PLANNING	4	0	0	4
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Prerequisites: None

Introduces the production function of the business or industry in its daily manufacturing process. Functions reviewed are forecasting, product planning and control, scheduling, dispatching, and routing. Case histories are discussed in the classroom and courses of corrective action are developed. Actual layouts are utilized for planning and control.

ISC	231	MANUFACTURING PROCESSES	5	0	0	5
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Prerequisites: None

Provides a basic understanding of industrial materials, machines, and processes utilized in today's manufacturing and assembling plants. Reviews the rapid development of new materials, mechanization and automation, and the complex process of manufacturing.

ISC	232	LABOR RELATIONS	4	0	0	4
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Prerequisites: None

Covers the history of the labor movement in the United States with its structural and legal framework, and examines the negotiation, administration, and major contents of the labor contract itself. Special studies of arbitration cases which illustrate the theories in realistic terms are provided.

ISC	1101	INDUSTRIAL SAFETY	3	0	0	3
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Prerequisites: None

A study of the development of industrial safety: accident occurrence and prevention; analysis of accident causes and costs, basic factors of accident control, safety education and training, accident reporting and records, employer and employee responsibility, safety organizations, first aid, mechanical safeguards, personal protective equipment use, materials handling, fire prevention and fire protection; safety codes, and accident statistics.

ISC	1105	STATISTICAL PROCESS CONTROL PRINCIPLES	3	0	0	3
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Prerequisites: MEC 1104

Introduces the principles of quality management along with the application of statistical process control procedures in a manufacturing environment.

LEGAL EDUCATION

LEX	101	INTRODUCTION TO PARALEGALISM	3	0	0	3
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Prerequisites: ENG 161 or appropriate placement test scores

The purpose of this course is to introduce the student to the profession of paralegalism by studying the outline of the curriculum and the objectives of the course with special emphasis on professional ethics, legal vocabulary, professional licensing, certification

and professional organizations. The course requires one hour per week be spent observing court.

LEX	102	LEGAL WRITING	3	0	0	3
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Prerequisites: ENG 162; LEX 206

Instruction in the techniques necessary for the drafting of each type of legal document of advocacy, including the Office Of Memorandum of Law, the Trial Brief, and the Appellate Brief.

LEX	103	LEGAL RESEARCH I	1	2	0	2
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Prerequisites: ENG 101 or appropriate placement test scores

Methods of legal research; proper citation of authority; acquaintance with legal treaties, texts, and reports; Shepardizing cases.

LEX	115	CRIMINAL LAW	3	0	0	3
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Prerequisites: LEX 103

The study of the Criminal Common Law and its application to current N.C. Statutory Law. Emphasis will be placed on the understanding of the necessity to obtain and reflect the basic elements of crimes against the person and offenses against property.

LEX	125	JUVENILE LAW	3	0	0	3
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Prerequisites: ENG 101 or appropriate placement test scores

This is a course in juvenile law with emphasis on the applicability of the law as it applies to the arrest, confinement and rehabilitation of the juvenile along with responsibilities and constraints of the authorities and the State of North Carolina in applying the law on every level while dealing with the juvenile in North Carolina.

LEX	205	BUSINESS ORGANIZATION	3	0	0	3
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Prerequisites: BUS 119, 167; LEX 101, 206

This course introduces the student to legal considerations relevant to the creation, organization, operation, and termination of the proprietary, partnership, and corporate forms of business enterprise; coverage of management's powers, duties and liabilities under each respective organization.

LEX	206	LEGAL RESEARCH II	1	2	0	2
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Prerequisites: LEX 103

Continuation of LEX 103 LEGAL RESEARCH I.

LEX	208	INVESTIGATION	3	2	0	4
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Prerequisites: Admission and permission of instructor/coordinator
 This course introduces the student to the fundamentals of investigation as they apply to formal/official criminal investigation presented by law enforcement in the criminal justice area, as well as non-criminal regulatory investigation in public settings, and those investigative processes involving civil litigation in personal injury/loss cases and how all of these investigative processes often inter-relate. The student will be introduced to the methods and techniques, sources and assets for obtaining information, requirements for proof substantiation and case preparation and presentation in these various investigative processes.

LEX	210	REAL PROPERTY & TITLE ABSTRACTING I	2	2	0	3
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Prerequisites: BUS 119; LEX 206
 Examination of the applicable statutory and common law principles including the form and adequate execution of documents; the functions of judgments and estates in the determination of whether a title to real estate is marketable; the study and function of various documents, indices and files on public records in various county offices. Forms of abstracting title information from public records and summaries thereof included. Various typical problems and errors which may render a title unmarketable included.

LEX	211	REAL PROPERTY & TITLE ABSTRACTING II	2	2	0	3
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Prerequisites: LEX 210
 Corequisites: LEX 232
 Continuation of LEX 210.

LEX	212	REAL ESTATE TRANSACTIONS	2	2	0	3
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Prerequisites: LEX 211
 Includes the study of the preparation of simple contracts for sale of real estate, ordering title search, examining title searches and preparing simple titles, ordering title insurance, preparation of settlement sheet and holding closing informing purchasers of needed documents and funds, disbursement of fund and recording documents, and preparation of certificate of title for lawyer's signature. Also covers the drafting of mortgages documents, and deeds of trust, the closing procedures of these land financing transactions, and foreclosure upon default.

LEX	215	ADMINISTRATIVE & GOVERNMENTAL LAW	4	0	0	4
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Prerequisites: BUS 167; LEX 206

This course involves a study of the scope and authority of administrative agencies of the Federal and State governments and will cover the role of the paralegal in working for such agencies. Since paralegals may practice before certain administrative agencies and work without attorney supervision in some cases, special emphasis will be placed upon the procedure and preparation for such practice, including beyond the agencies.

LEX	218	BANKRUPTCY & COLLECTIONS	4	0	0	4
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Prerequisites: ACC 151; LEX 206

A study of the current laws and procedures governing bankruptcy (voluntary and involuntary) with attention to creditor's rights and to trustee's duties and powers. Chapters VII and XII, bankruptcies will be discussed and all appropriate forms completed. A study of North Carolina Pre and Post Judgement procedures and supplemental proceedings to collect debts.

LEX	220	FAMILY LAW	2	2	0	3
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Prerequisites: LEX 103

Study of the rights and obligations of the marriage contract; divorce; annulment; separation by court order and by consent; defenses to divorce; child custody; adoption, name change, and bastardy proceedings; alimony, child support, Aid to Dependent Children, and welfare; and North Carolina Juvenile Law.

LEX	224	TORTS	3	0	0	3
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Prerequisites: LEX 101 or CJC 101 with permission

Study of the principles behind personal injury settlements and litigation with an emphasis on North Carolina law.

LEX	232	ESTATE ADMINISTRATION	4	2	0	5
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Prerequisites: ACC 151

Corequisites: ACC 229

In this course, the student will be instructed in the drawing of a will, making arrangements with the probate office for a probate of will, or issuance of Letters of Administration, ninety day inventory, marshalling of assets, payment of debts of Estate, preparation of interim and final accounting, administration of small estates distribution of assets to heirs, filing and preparation of Federal and State Inheritance Tax Returns.

Prerequisites: LEX 102, 224
This course is a study of the state and federal rules of civil procedure governing actions in state and federal courts in civil cases.

LIBRARY SCIENCE

LIB	151	LIBRARY RESEARCH SKILLS	2	0	0	2
Prerequisites:		ENG 088 or appropriate placement test scores				
Corequisites:		ENG 161				
Library and its resources, usually taken concurrently with ENG 161.						

MASONRY

291

MAS	1102	BRICKLAYING II	5	0	15	10
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Prerequisites: MAS 1101 or MAS 1105 and MAS 1106

Designed to give students practice in proper use of bonds, mortar joints, reinforced brick masonry with wire and rods, and concrete floors, mixing concrete and slab finishing and curing concrete. Proper use of expansion strips, wall ties, and caulking methods stressed. Safety will be stressed at all times. MAS 1107 and MAS 1108 are equivalent to MAS 1102.

MAS	1103	BRICKLAYING III	5	0	15	10
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Prerequisites: MAS 1102

Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta, and modular masonry construction theory and techniques.

MAS	1104	BRICKLAYING IV	4	0	15	9
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Prerequisites: MAS 1103

Continued application of techniques acquired in MAS 1103 with emphasis on further refining the skills of a mason.

MAS	1105	BRICKLAYING I-A	4	0	6	6
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Prerequisites: None

Covers the history of bricklaying industry and the tools and their use. Clay and shell brick, mortar, laying bricks to a line, and building corners. Shop work will provide training in the basic manipulative skills. Safety will be stressed at all times. MAS 1105 and MAS 1106 series are equivalent to MAS 1101.

MAS	1106	BRICKLAYING I-B	1	0	9	4
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Prerequisites: MAS 1105

Continuation of MAS 1105. Laying foundations, bonding, and mortar joints. Shop work will provide training in the manipulative skills. Safety will be stressed at all times. MAS 1105 and MAS 1106 series are equivalent to MAS 1101.

MAS	1107	BRICKLAYING II-A	4	0	6	6
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Prerequisites: MAS 1101 or MAS 1105 and MAS 1106

Designed to give students practice in the proper use of bonds, mortar joints, reinforced brick masonry with wire and rods, concrete floors. Shop work training in the basic manipulative skills. Safety will be stressed at all times. MAS 1107 and MAS 1108 series are equivalent to MAS 1102.

MAS	1108	BRICKLAYING II-B	1	0	9	4
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Prerequisites: MAS 1107

A continuation of MAS 1107. Designed to give students practice in mixing concrete and slab furnishing and curing concrete. Shop work provides training in the basic manipulative skills. Safety will be stressed at all times. MAS 1107 and MAS 1108 series are equivalent to MAS 1102.

MAS	1113	MASONRY ESTIMATING I	0	0	3	1
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Prerequisites: MAS 1103

Figuring the quantities of materials needed and costs of building various components and structures. Practical course in quality "take off" from prints of the more common types of jobs for bricklayers and masons.

MAS	1114	MASONRY ESTIMATING II	0	0	3	1
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Prerequisites: MAS 1113

Continuation of MAS 1113 with some emphasis being given to quantity "take off" from prints of the more complicated kind.

MATHEMATICS

MAT	090	DEVELOPMENTAL MATHEMATICS	5	0	0	5
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Prerequisites: None

Course designed for students whose background in mathematics is limited. Does not carry credit toward an associate degree.

MAT	100R	COMPUTATIONAL SKILLS	5	0	0	5
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Prerequisites: MAT 090 or appropriate placement test scores

Basic operations of fractions and decimals, percents, ratios, American and metric unit conversions, applications of these topics, and introduction to problem solving.

MAT	100	FUNDAMENTALS OF MATHEMATICS	5	0	0	5
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Prerequisites: MAT 100R or appropriate placement test scores

Applications involving fractions, decimals, percents, proportions, perimeter, area, volume, and an introduction to algebra. Calculators are used.

			Clin/ Credit			
			Class	Lab	Shop	Hours
MAT	101	ALGEBRA I	5	0	0	5
Prerequisites: MAT 100 or appropriate placement test scores Basic algebraic operations, linear and quadratic equations, factoring, algebraic fractions, graphing, systems of linear equations, exponents, and applications.						
MAT	102	TRIGONOMETRY	5	0	0	5
Prerequisites: MAT 101 The trigonometric functions, right and oblique triangles, radian measure, graphs of trigonometric functions, trigonometric identities, trigonometric equations, and inverse trigonometric functions, exponential and logarithmic equations.						
MAT	103	ALGEBRA II	4	0	0	4
Prerequisites: MAT 101 or appropriate placement test scores Sets, inequalities, rational expressions, rational exponents and radicals, linear equations, quadratic equations, functions and relations, and systems of equations.						
MAT	104	CALCULUS I	3	0	0	3
Prerequisites: MAT 102, 103 The derivative with applications and integration with applications.						
MAT	114	MEDICAL DOSAGE CALCULATIONS	2	0	0	2
Prerequisites: MAT 100 or appropriate placement test scores Develops the skills necessary to correctly compute medication dosages in the metric, apothecary, and household systems of measurement.						
MAT	145	INTERMEDIATE ALGEBRA	4	0	0	4
Prerequisites: MAT 101 or appropriate placement test scores Basic algebraic operations, linear equations and inequalities, factoring, algebraic fractions, graphing, systems of linear equations, exponents, radicals, and application problems. Taught primarily on the ECU campus.						
MAT	151	COLLEGE ALGEBRA	5	0	0	5
Prerequisites: MAT 103 or MAT 145 or appropriate placement test scores Course covers algebraic operations, exponents, radicals, linear equations, quadratic equations, absolute value, inequalities, graphing, variations, systems of equations, systems of inequalities, exponential functions, logarithmic functions, and applications.						

MAT	166	APPLIED MATHEMATICS	5	0	0	5
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Prerequisites: MAT 103 or MAT 145 or appropriate placement test scores
 To provide students the skills needed to understand and interpret business word problems, and to properly translate the English form of the problems into a mathematical model. The student then should be able to provide a clear and complete interpretation of the solution using proper and complete English sentences. A graphing calculator is strongly recommended.

MAT	180	STATISTICAL ANALYSIS	5	0	0	5
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Prerequisites: MAT 151 or MAT 166
 Descriptive statistics, measures of location and dispersion, introduction to probability, probability and sampling distributions, interval estimation, hypothesis testing, and regression.

MAT	201	CALCULUS II	3	0	0	3
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Prerequisites: MAT 102, 104
 Continues MAT 104. Covers more advanced concepts of differentiation and integration. Introduces solutions of differential equations.

MAT	251	BASIC CONCEPTS OF MATH I	5	0	0	5
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Prerequisites: MAT 103 or MAT 145 or appropriate placement test scores
 The system of real numbers and subsystems and their properties from an algebraic viewpoint. Statistics and number theory are also introduced.

MAT	253	BASIC CONCEPTS OF MATH II	3	2	0	4
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Prerequisites: MAT 103 or MAT 145 or MAT 251 or appropriate placement test scores
 Basic definitions and properties of plane and solid geometric figures, perimeter, area, and transformations of plane figures, volumes of solid figures, the metric system, and coordinate geometry.

MAT	1103	BASIC GEOMETRY & TRIGONOMETRY	5	0	0	5
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Prerequisites: MAT 100
 Basic definitions and properties of plane and solid geometric figures, areas of plane figures, volumes of solids, trigonometric functions of any angle, and solution of right triangles.

				Clin/ Credit			
				Class	Lab	Shop	Hours
MAT	1111	BUILDING TRADES MATH: MASONRY		3	0	0	3
Prerequisites: None							
Practical problems dealing with whole numbers, fractions, decimals, percents, and square roots as it relates to masonry materials.							
MAT	1112	BUILDING TRADES MATHEMATICS		3	0	0	3
Prerequisites: MAT 100							
Practical problems dealing with fractions, decimals, percents, linear, square, and volume mensuration, ratios and proportions.							
MAT	1113	BUILDING TRADES MATH: MASONRY		3	0	0	3
Prerequisites: MAT 1111							
Practical problems dealing with linear, square, and volume mensuration as related to masonry.							
MAT	1123	MACHINIST MATHEMATICS		3	0	0	3
Prerequisites: MAT 1103							
Introduces gear ratio, lead screw, and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems. Concludes with an introduction to compound angle problems.							

MECHANICS

MEC	101	MACHINE PROCESSES		3	0	3	4
Prerequisites: None							
Introductory course designed to acquaint students with basic hand tools, safety procedures, and machine processes of modern industry. Includes a study of measuring instruments, characteristics of metals, and cutting tools. Students become familiar with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming.							
MEC	102	MACHINE PROCESSES		3	0	3	4
Prerequisites: MEC 101							
Advanced operations on lathe, drilling, boring, and reaming machines. Milling machine theory and practice. Study of the types of milling machines, cutters, jig and							

fixture devices, and the accessories used in a modern industrial plant. Safety in the operational shop is stressed.

MEC	103	BASIC SHOP PRACTICES	3	0	3	4
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Prerequisites: None

Acquaints students with basic hand tools, layout procedures, and shop safety. Students study measuring instruments, cutting tools, and characteristics of metals. Experiences in the set up and operation of drill presses, power saws and grinders.

MEC	104	APPLIED MECHANICS	5	0	0	5
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Prerequisites: MAT 103; PHY 104

This course covers the concepts and principles of statics, parallel, concurrent and noncurrent force systems in coplanar and noncoplanar situations, concepts of centroids and center of gravity, and moments of inertia.

MEC	105	MECHANISMS	1	0	3	2
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Prerequisites: None

Practical study in the purpose and use of various drives and components; to include gear trains, couplings, brakes, clutches, speed reducers, belts, pulleys, and motors.

MEC	106	LUBRICATION, BEARINGS, SEALS	1	0	3	2
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Prerequisites: None

Familiarizes students with various types and grades of lubricants, types of lubricating equipment, and methods of applying lubricants. Students will become familiar with various types of packings, seals, and bearings. Practice in removal, replacement, and lubrication of devices will be emphasized.

MEC	111	FABRICATION AND ASSEMBLY	2	0	3	3
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Prerequisites: None

Introduces students to basic fabrication and assembly techniques, using field sketching, layout and operation of various sheet-metal shaping equipment. Proper use of mechanical fasteners is stressed.

MEC	112	MACHINE SHOP PROCESSES	1	0	3	2
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Prerequisites: None

Acquaints students with the procedures of layout work and the correct use of hand and machine tools. Experiences in the fundamentals of drill press and lathe

operations, hand grinding of drill bits and lathe tools, and setup work applied to the trade.

MEC	114	SHOP PRACTICE	1	0	6	3
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Prerequisites: MEC 102

Designed to acquaint students with basic fundamentals of installation, maintenance, and repair of machine tools. Machine maintenance and accuracy emphasized. Slip and press fits produced to include bearing assembly. Miscellaneous hydraulic, pneumatic, and lubrication devices studied. Machine location, leveling, and fastening discussed. Integration of machining and fabrication developed by related shop projects. Implementation and operation of preventive maintenance systems studied.

MEC	115	EQUIPMENT INSTALLATIONS I	0	0	6	2
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Prerequisites: Permission of instructor

Practical applications in the layout, preparation, and placement of industrial equipment, either mechanical, electrical, or hydraulic/pneumatic. Basics of rigging are to be introduced. Safety is to be stressed, and all activities are to be closely supervised.

MEC	120	FUNDAMENTAL MECHANISMS	2	4	0	4
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Prerequisites: None

This course is a study of the purpose and action of cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, and other mechanical devices used to transmit or control signals.

MEC	131	MECHANICAL INSTALLATION I	1	0	6	3
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Prerequisites: MEC 103

A study of the basics of machinery installation; to include site preparation, vibration control devices, and grouting. Bed plates will be introduced. Practical exercises in setting, leveling, and aligning of non-precision equipment, such as belt drives, conveyors, presses, and hoists.

MEC	132	MECHANICAL INSTALLATION II	1	0	6	3
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Prerequisites: MEC 131

Continuation of MEC 131. Further study and practices in setting, leveling, and aligning of precision machinery. Optical and electronic levels are introduced, as well as dial indicators for precision alignment of shafts and couplings.

MEC	133	MECHANICAL INSTALLATION III	1	0	6	3
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Prerequisites: MEC 132

Continuation of MEC 132. Further study and practice in setting, leveling, and aligning of large, heavy, or complex machinery. More complex layout, rigging, and start up procedures are implemented.

MEC	201	MANUFACTURING PROCESSES I	2	2	0	3
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Prerequisites: MEC 102

The newer concepts of work handling, automatic machining processes, chipless production, new techniques in metal forming, analysis of high energy forming ultrasonic machining, electrolytic metal removal, chemical milling, numerical control systems, and production methods in manufacturing are covered.

MEC	202	MANUFACTURING PROCESSES II	2	2	0	3
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Prerequisites: MEC 201

The newer concepts of work handling and automatic machining processes are emphasized. Concentrated study of production methods in manufacturing is included.

MEC	205	STRENGTH OF MATERIALS	3	2	0	4
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Prerequisites: MEC 104

This course includes a study of principles and analyses of stresses which occur within machine and structure elements subjected to various types of loads such as static, impact, varying, and dynamic. An analysis of these stresses is made as applied to riveted and welded joints, beams, columns, and other components.

MEC	209	MATERIALS AND FASTENERS	2	0	3	3
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Prerequisites: MAT 100

An introduction to the metallic and non-metallic materials used in industrial construction and the various fasteners used for attaching, anchoring, and installing. Thread specifications and grade markings for threaded fasteners will be covered, as well as the non-threaded and special fasteners used in construction. Attention will also be given to a variety of adhesives and tapes.

MEC	210	PHYSICAL METALLURGY	3	0	3	4
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Prerequisites: None

This introductory course in metallurgy includes a basic study of the properties of metals and alloys, analysis of the structure of metals and alloys, atomic structure,

nuclear structure, and nuclear reactions; and solid (crystalline) structures, methods of designating crystal planes, liquid and vapor phases, phase diagrams, and alloy systems.

MEC	222	RIGGING & MATERIAL HANDLING	2	0	3	3
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Prerequisites: None

Transporting, conveying, transferring, self-loading, and bulk-handling equipment are introduced. Use of wire rope, slings, chains, scaffolds, and ladders are investigated. Proper storage of materials is covered.

MEC	223	ADVANCED RIGGING	1	0	3	2
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Prerequisites: MEC 222

Continuation of MEC 222. Advanced operations in the lifting and moving of parts or machinery, particularly those that are heavy, bulky, or hard to balance. Additional hardware and techniques are introduced. Safety and equipment protection is to be stressed.

MEC	237	CONTROL SYSTEMS	3	2	0	4
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Prerequisites: PHY 104

This course covers the basic principles of electrical, electronic, and pneumatic control systems as related to industrial applications; the basic design and functions of circuits, motors, transducers, and servomechanisms; and a review of the National Electrical Code.

MEC	270	INTRODUCTION TO CNC MACHINING	1	2	0	2
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Prerequisites: MEC 102, or permission of instructor

An introduction to the set-up, operation, and programming of Numerical Control and Computer Numerical Control machine tools. Concepts, capabilities, and applications of CNC machining are to be explored. Equipment descriptions, operator controls, data input, program preparation and storage will be studied. Students will gain skills in manual parts programming, set-up and operation of CNC machines. Operator safety and machine protection will be stressed.

MEC	272	PROGRAMMING OF CNC EQUIPMENT	2	2	0	3
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Prerequisites: MEC 270

An introduction to the programming of CNC equipment. Looping, macro sub-routines, drill cycle, spot facing cycle, deep hole drilling cycle, boring cycle, multihole row drilling cycle, inch dimension system, metric dimension system, facing cycle, pocket milling

cycle, internal hole milling cycle, and cutter diameter compensation will be areas of study. Safety and machine protections will be stressed at all times.

MEC	1101	MACHINE SHOP THEORY & PRACTICE	3	0	12	7
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Prerequisites: None

Introduction to the machinist trade and the potential it holds for craftsman. Deals primarily with the identification, care, and use of basic hand tools and precision measuring instruments. Elementary layout procedures of lathe, drill press, grinding (off-hand), and milling machines introduced both in theory and practice.

MEC	1102	MACHINE SHOP THEORY & PRACTICE	3	0	12	7
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Prerequisites: MEC 1101

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine, and shaper. Students introduced to the basic operations on the cylindrical grinder. Projects selected encompassing all the operations, tools, and procedures used thus far and those to be stressed throughout the course.

MEC	1103	MACHINE SHOP THEORY & PRACTICE	3	0	12	7
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Prerequisites: MEC 1102

Advanced work on the engine lathe, turning, boring and threading machines, grinder, milling machines, and shapers. Introduction to basic indexing and terminology, with additional processes on calculating, cutting, and measuring of spur, helical, and worm gears and wheels. Trainees use precision tools and measuring instruments such as vernier height gauges, protractors, and comparators. Basic exercises given on the turret lathe and on the tool and cutter grinder.

MEC	1104	MACHINE SHOP THEORY & PRACTICE	3	0	12	7
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Prerequisites: MEC 1103

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, and final assembly inspection. Additional process on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, and advanced milling machine operations. Special procedures and operations, processes, and equipment; observing safety procedures faithfully; and establishing good work habits and attitudes acceptable to the industry are included.

MEC	1107	JIGS AND FIXTURES	2	0	6	4
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Prerequisites: MEC 1103

Develops understanding of principles and uses of jigs and fixtures. Instructions in designing and drawing simple jigs and fixtures, as well as practice in their

manufacture for use on course projects. Development of confidence and pride in producing high quality parts with the use of jigs and fixtures.

MEC	1109	TOOL AND CUTTER GRINDING	2	0	6	4
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Prerequisites: MEC 1104

This course is designed to familiarize the student with various tool grinding machines and the procedure for grinding cutting tools used in the metalworking trades. Grinding wheel selection, stock removal, clearance angles and feeds and speeds will be studied.

MEC	1112	MACHINE SHOP PROCESSES	1	0	3	2
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Prerequisites: None

Acquaints students with the procedures of layout work and the correct use of hand and machine tools. Experiences in the fundamentals of drill press and lathe operations, hand grinding of drill bits and lathe tools, and setup work applied to the trade are included.

MEC	1115	METALLURGY: FERROUS METALS	2	0	3	3
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Prerequisites: None

Investigates the properties of ferrous metals and tests to determine their uses. Instruction includes some chemical metallurgy to provide background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, steel, classification of steels, and cast iron are the topics for study.

MEC	1116	METALLURGY: NON-FERROUS METALS	2	0	3	3
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Prerequisites: MEC 1115

Continuation of the study of physical metallurgy. Study of the non-ferrous metals including: bearing metals (brass, bronze, lead), light metals (aluminum and magnesium), and copper and its alloys. Powder metallurgy, titanium, zirconium, indium, and vanadium are also included.

MEC	1123	ADVANCED MACHINE SET UP AND OPERATIONS	2	0	6	4
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Prerequisites: MEC 1104

An advanced level shop course for students who are able to plan machining procedures and set ups and operate machines to a high degree of accuracy. Precision

grinding and machining irregular shapes using a variety of materials and tooling will be emphasized. In-depth measuring and gauging of mating parts are included.

MEC	1136	COMPUTER AIDED MACHINING	2	6	0	5
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Prerequisites: MEC 1170

A study of computer aided machining using off-line computers and CAM software to prepare a drawing of simple parts and generate the numerical controls codes necessary to machine parts on a CNC vertical milling machine or lathe. Students will prepare job plans, make a tooling file, describe the part and generate CNC codes. These code files will be transferred to the appropriate machine tool where the part will be made.

MEC	1137	COMPUTER AIDED MACHINING II	2	6	0	5
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Prerequisites: MEC 1136

A continuation of MEC 1136 which will prepare the student to create CNC code for more advanced geometry. This course will also include transferring part geometry from a CAD drawing and generating CNC code from which machined parts will be made.

MEC	1165	MACHINE SHOP THEORY & PRACTICE I	2	0	6	4
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Prerequisites: None

An introduction to the machinist trade and the potential it holds for craftsmen. It deals primarily with the identification, care and use of basin hand tools and precision measuring instruments. Elementary layout procedures, lathe, drill press, grinding (off-hand) introduced both in theory and practice. MEC 1165 and 1166 are equivalent to MEC 1101.

MEC	1166	MACHINE SHOP THEORY & PRACTICE II	1	0	6	3
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Prerequisites: MEC 1165

Continuation of MEC 1165. Additional progress in lathe theory and practice. Introduction to milling machine. MEC 1165 and 1166 are equivalent to MEC 1101.

MEC	1170	INTRODUCTION TO CNC MACHINING	1	2	0	2
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Prerequisites: MEC 1102, or permission of instructor

An introduction to the set-up, operation, and programming of Numerical Control and Computer Numerical Control machine tools. Concepts, capabilities, and applications of CNC Machining are to be explored. Equipment descriptions, operator controls, data

input, program preparation and storage will be studied. Students will gain skills in manual parts programming, set-up, and operation of CNC Machines. Operator safety and machine protection will be stressed.

MEC 1171	OPERATION OF COMPUTER NUMERICAL CONTROL MACHINES	1	0	3	2
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Prerequisites: MEC 1170

An introduction to the set-up and operation of computer assisted numerical control equipment. Description, operators controls and indicators, operation in set-up, data input, automatic operation, and tool holders will be areas of study. Safety and machine protection will be stressed at all times.

MEC 1172	PROGRAMMING CNC MILLING OPERATIONS	2	2	0	3
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Prerequisites: MEC 1170

An introduction to the programming of computer numerical control milling machines. Looping macro subroutines, drill cycle, spot facing cycle, deep hole drilling cycle, boring cycle, multihole row drilling cycle, inch dimension system, metric dimension system, facing cycle, pocket milling cycle, internal hole milling cycle and cutter diameter compensation will be areas of study. Safety and machine protection will be stressed at all times.

MEC 1173	ADVANCED PROGRAMMING FOR CNC MILLING MACHINES	2	2	0	3
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Prerequisites: MEC 1172

A continuation of study in the programming of computer numerical control equipment. Circular interpolation, multi-quadrant circular interpolation, polar coordinates, cutter path transformation, continuous path milling, CAM subroutines will be used in program study whenever feasible.

MEC 1182	PROGRAMMING CNC LATHES	2	2	0	3
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Prerequisites: MEC 1170

An introduction to the programming of computer numerical control lathes. Subroutines, drill cycle, deep hole drill cycle, boring cycle, inch-metric system, facing and rough turning cycles, tapers, threading, tool nose radius, and tool offsets will be the areas of study. Safety and machine protection will be stressed at all times.

MEC 1183	ADVANCED PROGRAMMING CNC LATHES	2	2	0	5
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Prerequisites: MEC 1182

A continuation into the programming of CNC controls. Advanced turning, boring, tapering, and threading procedures will be studied. Programmable zero, cutter compensation and L, P, and R parameters will be used. C1800 programming may be introduced. Blueprint programming along with the conversational control should be

introduced. Advanced programs, including most of the above, will be written during this course.

MEC	1210	PRODUCTION PROCEDURES	3	0	3	4
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Prerequisites: MEC 1104

A study of product planning and control, scheduling and routing of operations. Principles and techniques of quality control and cost saving, sampling inspections and graphs and charts are emphasized. Both statistical and dimensional quality control are reviewed as well as the different processes utilized in the production of metal components parts.

MEC	1227	PRODUCTION TOOLING	2	2	0	3
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Prerequisites: MEC 1104

Emphasis will be placed on tooling currently being used in the high production of metal parts. Tungsten, carbide and other cutting tool materials will be discussed. Additional topics to be studied will include coatings and special geometries, solid carbide tooling, indexable insert tools and their usage on CNC and other production machine tools.

MEC	1270	CNC LATHE OPERATIONS	1	0	3	2
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Prerequisites: None

An introduction to the set up and operation of the CNC turning centers. Concepts, capabilities and applications of turning centers will be explored. Equipment descriptions, operator controls, data input and manipulation, tooling and machine protections will be stressed. Students will study current equipment similarities and differences and will be encouraged to incorporate machines they may operate in their work place. Operator safety and equipment protection will be strongly emphasized.

MEC	1271	CNC MILLING OPERATIONS	1	0	3	2
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Prerequisites: None

An introduction to the set up and operation of CNC mills or machining centers. Concepts, capabilities and applications of machining centers will be explored. Equipment descriptions, operator controls, data entry and manipulation, tooling and machine protection will be stressed.

MEC	1290	EDM MACHINING	2	0	6	4
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Prerequisites: None

An introduction to basic EDM machine tool types, set up, operation and uses. The effect of voltage, amperage, capacitance and frequency will be explained. Electrode

materials such as brass, copper tungsten, graphite and many other types will be discussed and used.

MEDICAL ASSISTING

MED	101	ORIENTATION TO MEDICAL ASSISTING	2	0	0	2
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Prerequisites: None

Career exploration with emphasis on an introduction to the role of the medical assistant and interrelated roles of other health care professions including personal qualifications and job responsibilities. Explores health care agencies, history of health care, and future trends.

MED	102	MEDICAL OFFICE ADMINISTRATION I	3	2	0	4
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Prerequisites: None

Introduction to the office environment and procedures. Medical record keeping. Job descriptions for all office personnel. Maintenance and care of office property and inventory.

MED	102A	CLINICAL ENVIRONMENT LAB	0	0	3	1
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Prerequisites: CAS 100; MED 101, 102

Opportunity to perform beginning role of medical assistant and acquaint student with physician's office environment. Computer use.

MED	102B	HOSPITAL ENVIRONMENT LAB	0	0	9	3
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Prerequisites: All Medical Clerk classes

Opportunity to perform beginning role of medical assistant and acquaint student with hospital environment.

MED	103	MEDICAL OFFICE ADMINISTRATION II	3	0	3	4
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Prerequisites: MED 102

Continuation of MED 102 includes maintaining office records, scheduling appointments, billing, and collections procedures. Patient interviewing and data collection using concepts of human development. Preparation of the examination and treatment area. Identification of equipment and instruments.

MED	104	MEDICAL OFFICE ADMINISTRATION III	4	2	0	5
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Prerequisites: MED 103

Patient preparation and physician assisting with the physical exam. Clinical and diagnostic procedures. Aseptic techniques including infection control and community health concepts.

MED	110	UNDERSTANDING PATIENT BEHAVIOR	1	0	0	1
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Prerequisites: None

The study of patient behavior in the health care setting, including stressors related to illness, cultural influences, death and dying, and needs specific to patients.

MED	111	LABORATORY PROCEDURES	2	0	3	3
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Prerequisites: BIO 101; MED 103 or permission of instructor

Accuracy and safety in the collection and processing of laboratory specimens. Performance of routine diagnostic tests with accuracy, speed, and confidentiality.

MED	201	MEDICAL OFFICE ADMINISTRATION IV	3	2	0	4
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Prerequisites: CAS 100 or equivalent; MED 104 or permission of instructor

Dealing with physical and psychological emergencies. Administration of first aid. Time management and public relations. Maintenance of office inventory and supplies. Preparation of payroll.

MED	202	MEDICAL OFFICE ADMINISTRATION V	3	2	0	4
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Prerequisites: CAS 100 or equivalent; MED 104 or permission of instructor

Professional issues including malpractice, continuing education, professional organizations are covered. Instruction in patient education. Safe use of ionizing radiation equipment.

MED	203	CLINICAL EDUCATION	2	0	24	10
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Prerequisites: All MED courses or permission of instructor

Opportunity to perform the role of the medical assistant in a physician's office or other health care setting. Evaluation of competency achievement is made.

Prerequisites: MED 201, 213
Acquaints students with responsibilities encountered in the daily practice of medical assisting. Reviews clinical practice as well as the administrative and laboratory aspect of the physician's office.

MHT	203	MENTAL HEALTH CARE	3	2	4	5
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MHT	209	TREATMENT MODALITIES	4	2	0	5
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MHT	213	DYNAMICS OF SUBSTANCE ABUSE	3	0	0	3
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Prerequisites: ENG 101 or appropriate placement test scores
Introduction to the problem of substance abuse (alcohol, drugs, narcotics) in society
Designed to equip criminal justice, social service, and other human service workers
with increased knowledge concerning history and classification of drugs of abuse

social impact and physical and psychological results of their abuse, and the various facilities and treatment modalities being used.

MHT	225	CRISIS INTERVENTION	4	0	0	4
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Prerequisites: None

Designed to introduce students to basic theories and principles of crisis intervention from a historical as well as practical orientation. Provides students with necessary skills in crisis intervention since practical application is correlated with theory. Allow students to prepare themselves emotionally and psychologically to handle emergency crisis situations.

DISTRIBUTION & MARKETING

MKT	232	SALES DEVELOPMENT	3	0	0	3
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Prerequisites: None

Study of the fundamentals of retail, wholesale, and specialty selling as applied to the sales demonstration.

MKT	233	SALES MANAGEMENT	3	0	0	3
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Prerequisites: MKT 232

Study of sales force management. Includes study of the nature, scope, and importance of personal selling and sales force management. Topics include staffing and training of sales force personnel, development of a sales training program, compensation methods, sales planning activities, sales department budgeting, design and coverage of sales territories, sales quotas, sales performance evaluation, and ethical and legal responsibilities facing sales managers.

MKT	235	RETAILING BUYING AND MERCHANDISING	5	0	0	5
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Prerequisites: MKT 239

Students will know the role of retailing in the economy including development of and changes occurring in the retail structure, function performed, principles governing effective operation and managerial problems and be able to make retailing decisions based on current economic and social trends. Includes an analysis of the organization for buying-what, when, and how to buy and the principles of effective inventory and stock control. Topics include organization of buying, analysis of buyer's responsibilities, pricing, inventory control, planning, cost effectiveness and vendor relationships.

			Clin/ Credit			
			Class	Lab	Shop	Hours
MKT	239	MARKETING	5	0	0	5
Prerequisites: None						
Survey of the marketing process with a detailed study of functions, policies, and institutions.						
MKT	240	ADVERTISING AND VISUAL MERCHANDISING	3	2	0	4
Prerequisites: MKT 239						
Study of advertising appeal, product and market research, media selection, and testing the effectiveness of mass communications. Includes an introduction to basic layout and design and commercial displays in the retail environment.						
MKT	246	INTERNATIONAL MARKETING	5	0	0	5
Prerequisites: MKT 239						
A study of the challenges and concepts relative to today's international marketer. Emphasis is on the strategic implications of marketing in different cultures and the management techniques and the adjustments necessary to accommodate cultural differences. Export marketing is discussed.						
MKT	247	INTERNATIONAL BUSINESS	5	0	0	5
Prerequisites: MKT 239						
An introduction to the various institutions, functions, problems, issues, and processes/methods associated with multinational business. Includes an analysis of the global approach to our economic environment.						
MKT	248	MARKETING RESEARCH	5	0	0	5
Prerequisites: MKT 239						
Students are exposed to the theory and practice of marketing research. A general, macro-oriented approach is taken to present the essential tools and techniques of marketing research. Sources of secondary data, interviewing methods, questionnaire design, and data analysis are presented.						
MKT	249	LOGISTICS MANAGEMENT	3	0	0	3
Prerequisites: MKT 239						
An introduction to the creation, design, and control of a physical distribution system. Includes customer services, order processing, information systems, a deregulated environment, transportation costs, materials management, financial control, and strategic planning.						

MEDICAL LABORATORY

MLA	1100	CONCEPTS OF PHLEBOTOMY	10	4	0	12
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Prerequisites: None

Introduces the student to the role of the phlebotomist in various health care agencies including the technical and procedural aspects of phlebotomy. Presents the concepts of basic anatomy and physiology, medical terminology, effective communication, problem solving and decision making, infection control and safety, and quality assurance. Students develop the cognitive and psychomotor skills needed to accurately and safely perform venipuncture and capillary puncture on patients of all ages, collect and transport specimens, and document and report results.

MLA	1102	CLINICAL PHLEBOTOMY	0	0	12	4
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Prerequisites: None

Prepares the student to safely and effectively function in the role of phlebotomist in a health care setting. Students will participate in clinical learning experiences designed to develop competencies in venipuncture, capillary puncture, and microcollections. Request and report processing will be emphasized including computerized and manual methods.

MAINTENANCE

MNT	205	MAINTENANCE MANAGEMENT	3	0	0	3
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Prerequisites: None

The course includes administration, decision making, setup, and inspection of various programs such as preventive maintenance, repair parts, inventory control, and organization and functions of maintenance. Various aspects of management, engineering, resources analysis, and maintenance facilities are covered.

MNT	298	MAINTENANCE PROBLEMS I	2	0	3	3
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Prerequisites: None

Broadens the experiences of students in the areas of mechanics. Problems involving various types of equipment given to demonstrate the check list method of maintenance and preventive maintenance. The use of precision measuring tools and checking for accuracy, squareness, and correct center line distances stressed for prestart inspection. Study in everyday manufacturing problems and solutions. Includes a

major part of emphasis on live projects. Projects include selection by the student of the proper feeds, speeds, linkage, and controls of power transmissions, as well as bearings and gears, installation, and repair. Special emphasis on interpretation of catalog information and reference material.

MNT	299	MAINTENANCE PROBLEMS II	2	0	3	3
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Prerequisites: MNT 298
Continuation and in-depth study of MNT 298.

MNT	1117	MACHINE MAINTENANCE	2	0	3	3
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Prerequisites: MEC 1102
This course is designed to acquaint the student with the movable parts of machine tools, the basic methods of joining these parts together, adjustments necessary to obtain satisfactory service, the proper use of lubricants and the removal and reinstallation of worn parts. Live projects and the use of service manuals will be included.

MNT	1133	ELECTRICAL & MECHANICAL MAINTENANCE	3	0	6	5
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Prerequisites: None
Acquaints the student with the basic fundamentals of installation, maintenance, and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic, and lubrication devices are installed and maintained. Methods of rigging and machine installation including location leveling and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances is stressed for prestart inspection.

MNT	1134	ELECTRICAL & MECHANICAL MAINTENANCE	3	0	6	5
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Prerequisites: MNT 1133 or permission of instructor
A study is made of those parts of the electrical code which affect the work of the industrial maintenance electrician. Practical experience is provided in wiring, installing, and connecting the various types of services for lighting, heating, and power installations. Training is provided in troubleshooting in the identification and testing of circuits and in making mechanical adjustments and related maintenance operations of various machines. The study of AC frequency drives and in depth PLCs is covered. Schematic diagrams showing the plan of operation for each system, electrical or mechanical, are used.

MEDICAL RECORDS (Health Information Technology)

MRE	102	ORIENTATION TO HEALTH INFORMATION TECHNOLOGY	3	0	0	3
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Prerequisites: Admission into HIT program through Health Sciences Admission process

Introduces the student to duties and educational requirements of the major allied health professions; explains the functions of the major departments of a hospital; matches the allied health professional to related hospital departments; traces the history of medicine, health care facilities, and medical records; describes the structure and history of the AHIMA; relates the characteristics of a professional; discusses new trends in health care delivery systems; identifies different health agencies and cites the purpose of each; describes the basic functions of a medical record department; specifies the various job opportunities of the medical record practitioner; and correlates job responsibilities in the medical record department.

MRE	110	CONTENT AND MAINTENANCE OF HEALTH INFORMATION	4	2	0	5
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Prerequisites: MRE 102 (minimum grade of "C")

Covers various numbering and filing systems; retrieving and filing medical records; the importance, uses, and content of medical records and the forms contained within; the assembly and quantitative analysis of the medical record; the basic formats of medical records; methods of record storage, and the responsibilities of supervision in medical record departments.

MRE	115	STANDARDS AND REGULATIONS IN HEALTH CARE	3	0	0	3
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Prerequisites: MRE 110 (minimum grade of "C")

Identifies and describes the major accrediting and licensing agencies; the medical record standards set forth under Medicare, Medicaid, JCAHO, and other related organizations; and recognizes the basic standards for the various hospital departments with emphasis on the medical record regulations.

MRE	203	HEALTH CARE STATISTICS	2	4	0	4
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Prerequisites: MRE 115 (minimum grade of "C"); MAT 101 or special permission

Introduces methods of computing hospital statistics and preparation of reports; defines terms related to hospital statistics; discusses procedures for completing vital records on births, deaths, and reportable diseases; discusses the sources and use of

health data, introduces functions of a Cancer Registry including the collecting and processing of data.

MRE	205	QUALITY ASSESSMENT IN HEALTH CARE	2	2	0	3
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Prerequisites: MRE 203, 213 (each with a minimum grade of "C"); or
special permission

Defines purpose and philosophy of quality assurance; addresses the impact of current health legislation on quality assurance; reviews the history and current status of quality assurance; describes the organization of the Peer Review Organization system; states the JCAHO and federal requirements for quality assurance; reviews quality assurance/assessment procedures; teaches data collection and display utilizing various types of formats; and introduces the basic medical record procedures related to patient review procedures.

MRE	207	COMPUTERS IN HEALTH CARE	2	2	0	3
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Prerequisites: CAS 100; MRE 115, 210 (each with a minimum grade of "C");
or special permission

Presents various software packages used in the processing, retention, and retrieval of medical information including those for chart tracking, chart location, encoding of diagnoses and procedures, statistical reporting, and preparation of management reports.

This course has a lab fee of \$2.50 per lab/clinical/shop hour.

MRE	208	MEDICAL TRANSCRIPTION/ SUPERVISION	1	0	3	2
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Prerequisites: CAS 100; OSC 120, 121 (each with a minimum grade of "C");
ENG 101

Actual transcription exercise will enable the student to prepare operative/surgical reports, pathology reports, radiology reports, and typical physical examination reports with a goal of 100 percent accuracy while transcribing at a minimum speed of 30 words a minute. The student shall also be able to respond to questions of legal and ethical standards relating to medical transcription, learn to pronounce medical terms by association with dictated medical reports, learn to spell and capitalize commonly used eponyms and other medical terms, demonstrate a general understanding of generic and prescription drugs, drug forms, sources for identification, and classifications.

This course has a lab fee of \$2.50 per lab/clinical/shop hour.

Department to other hospital departments and to apply the theory of medical record practice to medical record departmental procedures and practices.

MRE	222	DIRECTED PRACTICE III	0	0	12	4
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Prerequisites: MRE 203, 209, 211, 225 (each with a minimum grade of "C")
 Upon completion of this course, students should be able to demonstrate competent performance of medical record functions in hospital medical record departments to include compilation of statistical reports, coding for prospective payment systems; discuss work flow; prepare job descriptions and procedures; describe the various professional roles of the medical record technician with a hospital, and demonstrate professional conduct.

MRE	223	MEDICAL RECORD SEMINAR	3	0	0	3
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Prerequisites: BUS 235; MRE 225 (each with minimum grade of "C")
 Allows the student to integrate medical record department functions and responsibilities and to blend the supervisory and technical functions of medical record keeping for all types of health care facilities through processes such as role-playing, special projects, guest lectures, and organized lab exercises. Focus will be on applying the principles of supervision to areas of medical record functions, developing a focus to aid in the student's job search, developing an understanding of the diverse roles (both traditional and non-traditional) available to the medical record technician, and allowing the student to simulate actual medical record supervisory roles.

MRE	225	DIRECTED PRACTICE II	0	0	9	3
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Prerequisites: MRE 203, 209, 211, 220 (each with a minimum grade of "C")
 Upon completion of this course, students should be able to demonstrate competent performance of all medical record functions including that of Quality Assurance and Utilization Review in various types of health care facilities such as mental health centers/hospitals, group practices, clinics, long-term care facilities and others as available.

			Clin/ Credit			
			Class	Lab	Shop	Hours
NUR	114	NURSING IV	4	2	6	7

Prerequisites: Third quarter courses in curriculum master plan

Focuses on the role of the nurse in using the nursing process to assist clients to achieve optimal functioning in sexuality and reproduction. Class and clinical experiences provide opportunities to assist clients in meeting their sexual and reproductive health needs.

NUR	211	NURSING V	7	0	9	10
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Prerequisites: Fourth quarter courses in curriculum master plan

Focuses on the role of the nurse in using the nursing process to assist clients with selected alterations in human functioning, to achieve optimal health, throughout their life span. Class and clinical experiences provide opportunities for delegation of care and client advocacy.

NUR	212	NURSING VI	5	0	12	9
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Prerequisites: Fifth quarter courses in curriculum master plan

Focuses on the role of the registered nurse in using the nursing process to assist their client with complex alterations in human functioning. Class and clinical experiences provide students with opportunities to coordinate care for groups of clients while modifying their own nursing practice based in accordance with learning needs, professional standards of care, ethical-legal principles and the art of human caring.

NUR	213	NURSING VII	7	0	6	9
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Prerequisites: Sixth quarter courses in curriculum master plan

Focuses on the role of the registered nurse in using the nursing process to assist clients throughout the life span experiencing alternations in mental-emotional functioning. Class and clinical experiences provide opportunities to evaluate therapeutic use of self in caring for clients.

ORIENTATION

ORI	100	NEW STUDENT SEMINAR	1	0	0	1
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Prerequisites: None

Acquaints the student with the physical, academic, and social environment at Pitt Community College. Covers student academic regulations, administrative procedures, study skills, student service facilities and personnel, student motivation and positive thinking, student social activities and the Student Government Association, and career decision making.

ORI	101	STUDY AND TEST TAKING SKILLS	1	0	0	1
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Prerequisites: ORI 100

A follow-up on the study and test-taking skills that were introduced in ORI 100. More in-depth techniques will be discussed for test preparation and test strategies that are needed for success in college. Through application of these techniques, the student should have the necessary tools to be testwise.

ORI	110	SURVEY OF HEALTH CARE PROFESSIONS	1	0	0	1
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Prerequisites: None

A survey of health care professions including information of professional duties and responsibilities, working environments, and career choices.

OFFICE SCIENCE EDUCATION

OSC	100	GRAMMAR FOR MODERN BUSINESS	3	0	0	3
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Prerequisites: ENG 089 or appropriate placement test scores

Designed to improve basic English grammar skills as applied to writing business communications.

OSC	101	PRINCIPLES OF BUSINESS ENGLISH	5	0	0	5
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Prerequisites: Appropriate placement test scores or ENG 089 (all students)

ENG 101; OSC 100 (Medical Office Technology and Administrative Office Technology only)

Required of all Administrative Office Technology, Medical Office Technology, and Medical Assisting Technology students. Special emphasis is placed on grammar, punctuation, and spelling as applied to office and business correspondence. Student

must earn a grade of B (85) or above on this course before enrolling in Machine Transcription I (OSC 211).

OSC	102	BEGINNING KEYBOARDING	2	0	3	3
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Prerequisites: None

Emphasis on study of the keyboard, mechanics of the equipment necessary for the acquisition of elementary keyboarding skills and development of speed and accuracy.

This course has a lab fee of \$2.50 per lab/clinical/shop hour.

OSC	103	INTERMEDIATE KEYBOARDING	2	0	3	3
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Prerequisites: OSC 102 or equivalent

Development of speed and accuracy with further mastery of correct keyboarding techniques as applied to tabulation, manuscript, correspondence, and business forms.

This course has a lab fee of \$2.50 per lab/clinical/shop hour.

OSC	110	WORD PROCESSING/WORDPERFECT	2	0	3	3
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Prerequisites: CAS 100 or equivalent

A word processing software program developed for use on the MS-DOS microcomputers. This course is designed to give the student a basic understanding of the WordPerfect software and the operation and application of the microcomputer through classroom instruction and hands-on experiences. Some of the WordPerfect features included are editing, multipage formatting, block functions, spellers and thesaurus, footnotes, endnotes, mailing labels, and standardized text.

This course has a lab fee of \$2.50 per lab/clinical/shop hour.

OSC	111	WORD PROCESSING/WORD FOR WINDOWS	2	0	3	3
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Prerequisites: CAS 100 or equivalent

A word processing software program developed for use on the MS-DOS microcomputers with the Windows environment. This course is designed to give the student a basic understanding of the Word for Windows software and the operation and application of the microcomputer through classroom instruction and hands-on experiences. Some of the topics covered will be how to move around in the document using a mouse; displaying non-printing characters; editing; formatting text, paragraphs, and pages; creating columns; using the spell checker; using special printing functions; and creating macros.

This course has a lab fee of \$2.50 per lab/clinical/shop hour.

OSC	112	RECORDS MANAGEMENT	3	0	0	3
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Prerequisites: None

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes, and guides. Students will also become familiar with modern filing equipment.

OSC	120	TERMINOLOGY & VOCABULARY: MEDICAL I	2	2	0	3
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Prerequisites: BIO 100

Corequisites: BIO 107 (Health Information Technology only)

Introduction to the structure of medical words and terms. Emphasis is placed on prefixes, suffixes, root words, and combining forms. Study includes the body as a whole with terms related to the digestive, nervous, musculoskeletal, cardiovascular, and respiratory systems and the sense organs.

OSC	121	TERMINOLOGY & VOCABULARY: MEDICAL II	2	2	0	3
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Prerequisites: OSC 120

Continuation of the study of medical terms with emphasis on words as they pertain to the urinary, reproductive, lymphatic and immune, integumentary, and endocrine systems. Related description terms will be studied in relation to diseases, operations, tumors and drugs.

OSC	201	INTRODUCTION TO TRANSCRIPTION	3	0	0	3
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Prerequisites: OSC 101 (with a minimum grade of "B"); OSC 110

Corequisites: OSC 211

Integration of the necessary skills for transcribing mailable copy.

OSC	207	LAW OFFICE MANAGEMENT	3	0	0	3
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Prerequisites: BUS 119; LEX 101

Study of basic management principles applied to a law office. This course introduces the student to law office software used to manage client and firm billings, funds, and office personnel.

OSC	210	ADVANCED WORD PROCESSING/ WORDPERFECT	2	0	3	3
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Prerequisites: OSC 110

Designed to explore advanced applications using word processing software including advanced tables, graphics, math features, simple and advanced text tables, and advanced merging.

This course has a lab fee of \$2.50 per lab/clinical/shop hour.

OSC	211	MACHINE TRANSCRIPTION I	5	0	0	5
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Prerequisites: OSC 101 (minimum grade of "B"); OSC 110

Corequisites: OSC 201

Introductory course in the correct techniques of operating the dictating and transcribing units, plus fundamentals of transcription such as spelling, punctuation, grammar, letter placement, and the use of reference materials.

OSC	212	MACHINE TRANSCRIPTION II	5	0	0	5
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Prerequisites: OSC 211 (minimum grade of "C")

Continuation of OSC 211 with additional emphasis on producing mailable business correspondence.

OSC	213	MACHINE TRANSCRIPTION III	5	0	0	5
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Prerequisites: OSC 212 (minimum grade of "C")

Emphasis on refinement of machine transcription skills and developing proficiency in producing mailable copy.

OSC	215	MEDICAL LAW & ETHICS	3	0	0	3
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Prerequisites: 2 quarters of curriculum work; OSC 121 (Medical Office Technology Students only)

Study of the principles of office conduct, ethical responsibility of the office staff with regard to information acquired, and obligations and responsibilities of the medical office worker or transcriber. Laws governing medical practice are also included.

OSC	216	OFFICE PROCEDURES	5	0	0	5
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Prerequisites: BUS 206; OSC 112, 211 (minimum grade of "C")

Designed to acquaint students with the responsibilities encountered by a secretary or general office worker during the work day, including handling of receptionist duties; handling the mail; using effective telephone techniques; making travel arrangements;

Prerequisites: OSC 121

Prerequisites: OSC 111

Prerequisites: OSC 216

Prerequisites: OSC 211 (minimum grade of "C"), OSC 220

323

				Clin/ Credit			
				Class	Lab	Shop	Hours
OSC	231	MEDICAL TRANSCRIPTION II		4	2	0	5

Prerequisites: OSC 230 (minimum grade of "C")

Advanced medical dictation, including some foreign accents, utilizing medical references, and independent work. Dictation also reviews the body systems and various medical reports used by physicians and hospitals.

This course has a lab fee of \$2.50 per lab/clinical/shop hour.

OSC	248	MEDICAL INSURANCE		5	0	0	5
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Prerequisites: OSC 121 or permission of instructor

Study of concepts of medical insurance, including types and characteristics of third-party payers (Medicare, Medicaid, BC/BS, CHAMPUS, etc.), introduction to coding concepts (ICD-9-CM and HCPCS/CPT-4), payment systems (RBRVS and DRGs), and manual/electronic claim form preparation (HCFA-1500 and UB/82).

OSC	1100	HOSPITAL WARD SECRETARY: THEORY AND PRACTICE		12	0	12	16
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Prerequisites: None

Designed to prepare qualified students to perform a variety of clerical duties such as maintaining the patient's charts, requesting equipment and services for the patient, requesting supplies and equipment for the nursing unit, and completing all forms correctly. Emphasis placed on communication techniques including communication with the patient via the nurse-patient intercom, communication with the hospital staff, physicians, and visitors, as well as telephone communications. Clinical experiences provide opportunities for applying classroom learning in the hospital setting.

OCCUPATIONAL THERAPY

OTA	101	FUNDAMENTALS OF THE PROFESSION		3	0	0	3
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Prerequisites: None

The course provides an introduction to the philosophical and historical foundation of occupational therapy. Students are exposed to a variety of practice areas. Role delineation of the COTA and OTR is emphasized. Interview and observation skills are developed. Emotional sensitivity to disabling conditions is explored through simulation.

OTA	102	PROFESSIONAL DEVELOPMENT I	1	0	0	1
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Prerequisites: None

This course will examine the importance of attitudes and professional communication in their role as student and clinician. The course will also develop leadership skills in using parliamentary procedures, techniques for conducting business meetings, committee functions, communications, project design and program evaluation. Also emphasized is participation in the promotion of Occupational Therapy through involvement in professional organizations, governmental bodies and human service organizations.

OTA	103	PROFESSIONAL DEVELOPMENT II	1	0	0	1
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Prerequisites: OTA 102

A continuation of OTA 102, this course is designed to enhance students' ability to work in cooperation with others through group activities and learn beginning application of group dynamics through practice.

OTA	104	THERAPEUTIC USE OF MEDIA REQUIRING TOOLS	3	2	0	4
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Prerequisites: OTA 105

Designed to teach students basic skills in various media requiring tools for their completion. Activities will be discussed, analyzed, and practiced in terms of inherent therapeutic characteristics. Safety procedures will be emphasized. Students will participate in group teaching throughout the course.

OTA	105	HEALTH CARE ASPECTS	2	0	0	2
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Prerequisites: None

This course offers an overview of the medical care system and roles of various team members. Skills of observations, interviewing of clients, activity analysis, therapeutic process and documentation are taught.

OTA	107	PROFESSIONAL DEVELOPMENT III	1	0	0	1
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Prerequisites: OTA 103

A continuation of OTA 103, this course is designed to foster dependability and professional integrity.

OTA	108	KINESIOLOGY	2	2	0	3
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Prerequisites: BIO 107; OTA 101

A study of movement of the human body as it relates to activity, disability, and occupational therapy treatment. In laboratory sessions, students will become familiar with various methods of testing joint range of motion, muscle strength, and coordination.

OTA	109	PROFESSIONAL DEVELOPMENT IV	1	0	0	1
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Prerequisites: OTA 107

A continuation of OTA 107, this course will help the student develop professional responsibility to self and others. The student will identify and pursue his/her own professional growth and development.

OTA	204	THERAPEUTIC USE OF CONTEMPORARY MEDIA	3	2	0	4
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Prerequisites: CAS 101; OTA 104

Course material and laboratory sessions will include new technology affecting the management of occupational therapy service programs in conjunction with traditional occupational therapy skills.

OTA	205	PHYSICAL DISABILITIES PROGRAMMING	4	2	3	6
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Prerequisites: BIO 120; OTA 108

Occupational therapy assessment, treatment planning, and treatment of diagnoses of general medical, neurological, and orthopedic conditions commonly found in occupational therapy practice are covered. Lab sessions include learning of assessments and the practice of therapeutic treatment skills. Both will be developed to a beginning competency level.

OTA	206	OCCUPATIONAL THERAPY SPLINTING	3	2	0	4
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Prerequisites: OTA 108

Corequisites: OTA 205

Students will learn basic static splinting techniques for a variety of physical disabilities. Students will learn to draw patterns from scratch, make the splint of thermoplastic material on their classmate, and apply straps or padding if needed. Students will demonstrate an understanding of diagnoses of the hand including evaluation and treatment.

There is a \$15.00 lab fee for this course.

treatment modalities and generate a repertoire of purposeful activities for a variety of diagnoses. Students will practice presenting and supporting their ideas to an OTR.

OTA	218	SERVICE MANAGEMENT	1	0	0	1
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Prerequisites: OTA 101

Clinical management skills of ordering equipment, inventory control, supervision, credentialing, accreditation and quality improvement are covered.

OTA	221	FIRST OCCUPATIONAL THERAPY LEVEL II FIELDWORK	0	0	27	9
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Prerequisites: Satisfactory completion of all required course work

Under the supervision of a registered occupational therapist, the OTA student will be required to provide occupational therapy services in a clinical setting for an eight-week period. Emphasis will be upon the application of academically acquired knowledge as well as acquisition of additional experience and skills. The student will have the opportunity to develop methods and techniques that will lead to the performance level expected of an entry level OTA.

OTA	223	SENIOR TOPICS	1	0	0	1
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Prerequisites: Satisfactory completion of all required course work

The course takes an in-depth look at fieldwork experiences with an emphasis on the application of ethical issues in OT. Methods of continuing one's education through reading and understanding research as well as mentoring are stressed.

OTA	224	OCCUPATIONAL THERAPY LEVEL II FIELDWORK	0	0	27	9
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Prerequisites: Satisfactory completion of all required course work

A clinical experience similar to that of OTA 221 consisting of an eight-week rotation, under the supervision of a registered occupational therapist, in a facility providing the student with an in-depth experience in delivery of OT service to patients/clients.

PHYSICAL EDUCATION

PED	151	FOUNDATIONS IN PHYSICAL EDUCATION	2	0	0	2
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Prerequisites: None

Investigation of efficiency of human performance through study of variables related to total fitness, physical fitness, diet, weight control, degenerative diseases, physiological effects of exercise, and motor skills development. Oriented toward physical activity as a way of life with emphasis upon the role that physical activity should play in leisure oriented societies; includes participation in physical activities.

PED	160	ADAPTED ACTIVITIES	0	2	0	1
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Prerequisites: Permission of instructor

PED	161	ARCHERY	0	2	0	1
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Prerequisites: None

PED	162	BADMINTON	0	2	0	1
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Prerequisites: None

PED	164	BOWLING	0	2	0	1
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Prerequisites: None

PED	165	PHYSICAL CONDITIONING	0	2	0	1
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Prerequisites: None

PED	171	GOLF	0	2	0	1
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Prerequisites: None

PED	173	JUJITSU AND KARATE	0	2	0	1
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Prerequisites: None

PED	175	RECREATIONAL ACTIVITIES	0	2	0	1
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Prerequisites: None

			Clin/ Credit			
			Class	Lab	Shop	Hours
PED	180	TENNIS-ELEMENTARY	0	2	0	1
Prerequisites: None						
PED	181	TENNIS-ADVANCED	0	2	0	1
Prerequisites: None						
PED	183	VOLLEYBALL	0	2	0	1
Prerequisites: None						
PED	185	ADVANCED JUI-JITSU AND KARATE	0	2	0	1
Prerequisites: PED 173 or permission of instructor						
An advanced course in Jui-Jitsu and Karate. The course will focus on more advanced movements in the martial arts along with an understanding and ability to perform more advanced self-defense movements.						
PED	196	AEROBIC EXERCISE	0	2	0	1
Prerequisites: None						
A total fitness program designed to improve strength, endurance, flexibility, agility, and cardiovascular endurance. The course will also point out why people today have a particular need for aerobic exercise. It will explain the medical, physical, emotional and cosmetic benefits of this type of program. Instructor will make specific suggestions for exercise for special needs.						
PED	197	INTERMEDIATE AEROBIC EXERCISE	0	2	0	1
Prerequisites: PED 196						
An intermediate fitness program designed to improve strength, endurance, flexibility, agility, and cardiovascular endurance. This course will take aerobics to a higher intensity than PED 196. The course will analyze the importance of safe exercise and safe stretching. It will investigate the long-term fat burning potential, injury risk and special applications for different aerobic exercises. Instructor will look at each student individually and specify their particular diet and exercise needs.						
PED	198	ADVANCED AEROBIC EXERCISE	0	2	0	1
Prerequisites: PED 196, 197						
An advanced total fitness program designed to improve strength, endurance, flexibility, agility, and cardiovascular endurance, taking the student from the lowest intensity to as high as they are capable of. It will introduce new and advanced aerobic techniques.						

The course will focus on staying motivated to exercise. It will explain what happens when incorrect diets are used and focus on anorexia and bulimia. This course will measure each student's progress in diet and exercise and how aerobics affects every tissue in the body.

PIPEFITTING

PFT	101	PIPING AND VALVES	3	0	3	4
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Prerequisites: None

An introduction to the terminology, uses, types, and components of piping systems. Identification and applications of various valves and fittings will be covered. Both metallic and non-metallic piping materials will be discussed; and joining techniques will be learned through demonstration and practical exercises.

PFT	102	PIPING SYSTEMS AND INSTALLATION	3	0	9	6
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Prerequisites: PFT 101

Continuation of PFT 101. Further study in pipe materials and joining techniques. Instruction and practices in cutting and threading pipe, installing pipe with various flanges/fittings, use of various hangers and supports, cutting and installing gaskets. Also included will be testing of pipe installation.

PFT	103	PIPING COMPONENTS AND INSTALLATIONS	3	0	9	6
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Prerequisites: PFT 102

Continuation of PFT 102. Further work with piping systems, with emphasis on laying out and fabricating pipe components, fabricating and installing component sub-assemblies. Additional practice in installing valves, traps and strainers.

PFT	104	PIPING MAINTENANCE AND REPAIRS	3	0	3	4
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Prerequisites: PFT 102

Designed to train students in the maintenance and repair of piping system devices, such as valves, traps, strainers, heat exchangers, and boiler tubes. Familiarizes students with insulating materials, as well as proper removal procedures. Demonstration by instructor and practice by students on assigned projects.

PHILOSOPHY

PHI	151	INTRODUCTION TO PHILOSOPHY	5	0	0	5
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Prerequisites: ENG 088 or appropriate placement test scores
 Introduction to the study of philosophy through the examination of major philosophical problems.

PHI	251	THE PHILOSOPHY OF BUSINESS ETHICS	5	0	0	5
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Prerequisites: ENG 088 or appropriate placement test scores
 Survey of principal theories of ethics and their application to moral issues that arise in business.

PHOTOGRAPHY

PHO	114	PHOTOGRAPHY	1	2	0	2
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Prerequisites: None
 Introduction to the field of photographic equipment, and materials. A study of the fundamental techniques of the camera. PHO 114 and 115 are equivalent to PHO 116.

PHO	115	PHOTOGRAPHY	1	2	0	2
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Prerequisites: PHO 114
 A study of the camera and its expressive possibilities in relation to the field of design and visual communications. Assigned camera projects, darkroom procedures, and equipment. PHO 114 and 115 are equivalent to PHO 116.

PHO	116	PHOTOGRAPHY	2	4	0	4
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Prerequisites: None
 Introduction to the field of photography, photographic equipment, and materials. Study of the fundamental techniques of the camera and its expressive possibilities in relation to the field of design and visual communications. Assigned camera projects, darkroom procedures, and equipment. PHO 114 and 115 are equivalent to PHO 116.

PHO	215	PHOTOGRAPHY	1	2	0	2
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Prerequisites: PHO 116

Advanced photographic techniques and materials. Participation in darkroom and studio procedures illustrating the various applications and creative possibilities of commercial photography. PHO 215 and 216 are equivalent to PHO 217.

PHO	216	PHOTOGRAPHY	1	2	0	2
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Prerequisites: PHO 215

A continuation of the work begun in PHO 215. Emphasis remains on advanced techniques and procedures. PHO 215 and 216 are equivalent to PHO 217.

PHO	217	PHOTOGRAPHY	2	4	0	4
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Prerequisites: PHO 116

Advanced photographic techniques and materials. Participation in studio and laboratory procedures illustrating the various applications and creative possibilities of photography in advertising. PHO 115 and 116 are equivalent to PHO 217.

PHYSICS

PHY	101	PHYSICS	4	2	0	5
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Prerequisites: MAT 101

Corequisites: MAT 102

Fundamental course covering several basic principles of physics. Typical topics include systems of measurement, Newton's laws of motion, energy, equilibrium conditions, and statics.

PHY	102	PHYSICS	4	2	0	5
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Prerequisites: MAT 102; PHY 101

Continues PHY 101. Typical topics include momentum, elasticity, circular motion, simple machines, thermal properties of matter, and heat and thermodynamics.

PHY	104	PHYSICS	3	2	0	4
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Prerequisites: MAT 102; PHY 101

Continues PHY 102 with specific attention given to topics related to electronics. Includes rotary motion, simple harmonic motion, sound, circuits, and selected topics in electricity and magnetism.

PHY	111	APPLIED SCIENCE	3	2	0	4
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Prerequisites: MAT 100

Introduction to a variety of physical principles, with emphasis on applications in industry. Topics will include properties of matter, force, motion, energy, simple machines, heat and temperature.

PHY	113	PRINCIPLES OF ELECTRICITY	3	2	0	4
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Prerequisites: MAT 100

Introduction to basic electricity, with emphasis on applications to automobiles and the shop environment.

PHY	120	INTRODUCTION TO THE METRIC SYSTEM	3	0	0	3
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Prerequisites: None

Involves familiarization with metric units and usage, conversions to and from the British Engineering System of units, and basic algebraic solutions for the unknown as applied to problems involving units.

PHY	260	PHYSICS AND THE ENVIRONMENT I	3	2	0	4
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Prerequisites: ENG 088 or appropriate placement test scores; MAT 101

A conceptual physics course that relate some of the basic principles of physics to their uses and consequences in our world and lives. Major topics include motion, properties of matter and heat. This is a science course designed primarily for nonscience majors, hence the use of mathematics is deemphasized, being used occasionally to avoid wordiness in communicating a concept. Laboratory experiences are designed to reinforce the concepts discussed in class.

PHY	261	PHYSICS AND THE ENVIRONMENT II	3	2	0	4
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Prerequisites: PHY 260

A continuation of PHY 260 dealing with sound, electricity and magnetism, light, atomic physics, and nuclear physics. Concepts are again emphasized, and mathematical computations used only occasionally.

PHY	270	INTRODUCTORY ASTRONOMY	5	0	0	5
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Prerequisites: ENG 088 or appropriate placement test scores

An introductory survey of astronomy, using a conceptual approach which minimizes the use of mathematics. Designed for students from all majors. Topics will include the history and methods of astronomy, the earth, our solar system, our galaxy, and the universe as a whole.

PHY	1101	APPLIED SCIENCE	3	2	0	4
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Introduction to physical principles. Core topics include systems of measurement, properties of matter, solids and their characteristics, work, energy, power, and simple machines. Additional specialized topics for curricula are basic properties of liquids, gases, heating and refrigeration, and electricity.

PLU	1110	PLUMBING PIPEWORK	2	0	6	4
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This course will introduce students to the tools, fittings, and small equipment used by plumbers. Most of the time will be spent in the shop where the student can learn how to handle these materials correctly. The student will perform operations such as threading, cutting, caulking and sweating of the various kinds of pipe and tubing used in the trade.

POL	102	NATIONAL GOVERNMENT	3	0	0	3
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English and Colonial background, the Articles of Confederation, and the framing of the Federal Constitution. The nature of the Federal union, state rights, Federal power, political parties. The general organization and functioning of the national government.

POL	103	STATE AND LOCAL GOVERNMENT	3	0	0	3
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A study of state and local government, state-federal interrelationships, and the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, and revenues and appropriations. Special attention given to North Carolina.

POL	151	INTRODUCTION TO STATE AND LOCAL GOVERNMENT	5	0	0	5
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Prerequisites: Appropriate placement test scores or ENG 089 or OSC 101
A study of the specific interworkings of state and local governments with emphasis on origins, development, structure, and functioning.

POL	251	INTRODUCTION TO U.S. GOVERNMENT	5	0	0	5
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Prerequisites: Appropriate placement test scores or ENG 089 or OSC 101
American national government with emphasis on its origins, development, structure, and functions.

PSYCHOLOGY

PSY	102	GENERAL PSYCHOLOGY	3	0	0	3
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Prerequisites: Appropriate placement test scores or ENG 088 or OSC 101
Designed to give technical students a brief overview of the science of psychology. Emphasizes practical information on a wide range of psychological topics rather than theoretical principles.

PSY	103	ADOLESCENT PSYCHOLOGY	3	0	0	3
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Prerequisites: PSY 102
Study of nature and source of the problems of adolescents in western culture, including the physical, emotional, social, intellectual, and personality development of adolescents.

PSY	104	HUMAN RELATIONS	3	0	0	3
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Prerequisites: None
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within work situations.

PSY	106	APPLIED PSYCHOLOGY	3	0	0	3
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Prerequisites: None
Study of the psychological principles that help in understanding interpersonal relations in daily life. Attention given to personal and group dynamics so that students may apply the principles of mental hygiene to adjustment problems as students,

Study of general patterns of abnormal behavior with emphasis on psychological, biological and environmental causal factors, human coping mechanisms and theories of treatment.

Study of prenatal, infant, and toddler developmental sequence. Emphasis is given to factors influencing development.

Study of preschool, middle childhood, and adolescent developmental sequence. Emphasis is given to factors influencing development.

Basic principles of physical, cognitive, and psychosocial development of the individual from conception to death--the human life span. Emphasis is also placed on the detection of abnormal developmental patterns from observations and on conveying this information to significant others.

A survey of fundamental principles of human behavior. Topics will include introduction, research methods, biological foundations of behavior, learning, lifespan development, stress, memory, thinking, language, motivation, emotion, and social psychology.

PSY	160	PSYCHOLOGY OF MEMORY AND LEARNING	5	0	0	5
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Prerequisites: PSY 155, or permission of instructor; Appropriate placement test scores or ENG 088 or OSC 101

A survey of the basic research and methods, beginning theory, and general principles of learning. This will include the topics of forgetting and memory storage and retrieval.

PSY	221	LEARNING & BEHAVIOR	5	2	0	6
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Prerequisites: PSY 155

Introduction to the basic learning principles and concepts required to explain the acquisition and maintenance of behavior. Emphasis placed on positive and negative reinforcement, punishment, extinction, shaping, fading, chaining, recording, and charting behavior. Self-modification conducted by each student.

PSY	222	EXCEPTIONALITY	5	0	0	5
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Prerequisites: PSY 120, 155, or permission of instructor

General concepts of intellectual, sensorial, motor, speech, and social variability among individuals.

PSY	223	ADDICTIVE BEHAVIOR	3	0	0	3
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Prerequisites: Permission of instructor

Survey of environmental and physical factors that differentiate the addict. Emphasis given to the theories of cause and treatment.

PSY	224	REHABILITATION TECHNIQUES	3	0	0	3
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Prerequisites: CJC 101; PSY 102

Explores the different avenues of rehabilitation. New and innovative techniques of rehabilitation emphasized as they relate to successful methods.

PSY	228	DEVIANT BEHAVIOR	3	0	0	3
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Prerequisites: PSY 103

Provides instruction in mental hygiene, in the underlying causes of drug addiction and alcoholism, and in recognizing and dealing with abnormal individuals.

PSY	230	PSYCHOLOGY & PHYSIOLOGY OF AGING	3	0	0	3
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Prerequisites: PSY 155 or permission of instructor
 Survey course intended to develop awareness of the inevitability of aging as part of the normal life cycle. Surveys the physical, psychological, and social changes occurring in the late middle age and old age with emphasis on the care and treatment of the aged in our society.

PSY	240	PSYCHOLOGY OF ADOLESCENCE	5	0	0	5
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Prerequisites: PSY 155
 An in-depth study of the American adolescent. This will focus on their physical, cognitive, social, emotional, intellectual, educational and personality development.

PSY	270	CHILD PSYCHOLOGY	5	0	0	5
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Prerequisites: PSY 155 or permission of instructor
 The study of the growth and development of children from conception through adolescence with emphasis on the pre-pubescent child.

PSY	280	ABNORMAL PSYCHOLOGY	3	0	0	3
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Prerequisites: PSY 155
 The study of the behavior, assessment, treatment approaches, and casual factors involved in the various classifications of maladaptive behavior.

PSY	1101	HUMAN RELATIONS	3	0	0	3
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Prerequisites: None
 Study of basic principles of human behavior. Problems of the individual studied in relation to society, group membership, and relationships within the work situation.

RADIOGRAPHY

RAD	101	RADIOLOGIC TECHNOLOGY I	4	2	0	5
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Prerequisites: None
 Orientation to the field of radiography and specialized areas. Emphasis will be on darkroom chemistry and film processing, the basic principles of radiographic exposure, radiation protection, elementary patient care procedures, medical ethics and law, and introduction to medical terminology. Guest lecturers will present overviews of related imaging modalities.

RAD	102	RADIOLOGIC TECHNOLOGY II	4	0	0	4
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Prerequisites: BIO 107; RAD 101

Continuation of radiographic procedures. Emphasis on lower extremities, pelvic girdle, and radiation protection. A study of principles and basic radiographic technique including multiple factors and film characteristics.

RAD	103	RADIOLOGIC TECHNOLOGY III	4	0	0	4
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Prerequisites: BIO 108; RAD 102

Continuation of radiographic procedures. Emphasis on spine, ribs and skull. Mammography will also be included.

RAD	104	RADIOLOGIC TECHNOLOGY IV	4	2	0	5
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Prerequisites: RAD 103

Continuation of radiographic procedures. Emphasis on fluoroscopic examinations of the digestive system, examination of the urinary system and pediatric procedures, and the implementation and maintenance of a quality assurance program.

RAD	111	RADIOGRAPHIC POSITIONING	4	2	0	5
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Prerequisites: None

Education in a radiographic laboratory including practice in ethical and attitudinal situations during patient contact. Covers patient care and basic positioning for studies of upper extremities, shoulder girdle, and introduction to thoracic and abdominal viscera. Laboratory used for hands-on simulations, radiograph review, and basic contrast media preparation.

RAD	112	CLINICAL EDUCATION	1	2	12	6
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Prerequisites: RAD 111

Competency based clinical education; students continue to improve basic skills in darkroom technique and patient positioning for routine studies taught under RAD 111. Regular sessions of film critique. The radiographic lab will be used extensively for practical demonstrations, hands-on simulations and radiograph evaluation.

RAD	113	CLINICAL EDUCATION	1	4	15	8
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Prerequisites: RAD 112

Continuation of competency based clinical education. Students build skills by practicing procedures covered in RAD 101, 102, 111, and 112. Emphasis on critical thinking and radiation protection. The radiographic lab will be used extensively for

RAD	115	STUDIES IN PATHOLOGY	0	2	0	1
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Prerequisites: None

A guided self-study of general pathology and various diseases commonly encountered by health care workers. Emphasis is given to epidemiology, etiology, diagnosis and treatment of diseases studied. Students will research and present their findings to the class. Instructional assistance will be provided.

RAD	116	CLINICAL EDUCATION	1	2	15	7
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Prerequisites: RAD 103, 113

Education in a clinical setting with emphasis on the preparation and use of contrast media, preparation of the patient for such studies and the performance of examinations of the digestive tract, biliary tract, and urinary tract using contrast media. Students gain experience in fluoroscopic procedures and also make radiographs of the abdominal and thoracic viscera without the use of contrast media. Soft tissue radiography (exclusive of mammography) and location of foreign bodies are touched upon. Regular film critique sessions. Opportunities for specialty rotations. The radiographic lab will be utilized for demonstrations, hands-on simulation and radiography evaluation.

RAD	201	RADIATION THERAPY PHYSICS	3	0	0	3
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Prerequisites: RAD 211, 224

Continuation of RAD 224. Covers interactions of x-rays and gamma rays, measurement of ionizing radiation and measurement of absorbed dose. Laboratory work provides skills in the use of various radiation measurement devices.

RAD	205	RADIOLOGIC TECHNOLOGY V	4	2	0	5
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Prerequisites: RAD 104

Special radiographic procedures. Areas to be covered include foreign body localization, bronchography, pelvimetry, and vascular procedures. Emphasis directed toward all requirements necessary for performing these procedures, including equipment and methodology utilized.

			Clin/ Credit			
			Class	Lab	Shop	Hours
RAD	206	RADIOGRAPHIC PATHOLOGY	3	0	0	3
Prerequisites: BIO 108						
Detailed study of various diseases with emphasis on those most commonly seen in the radiology department. Radiographic appearance of the disease and the effect on radiographic exposure required for accurate visualization will be dealt with in depth.						
RAD	208	RADIOLOGIC TECHNOLOGY VI	6	0	0	6
Prerequisites: RAD 214						
Integration of radiographic principles/procedures taught during previous quarters with ARRT content specifications. Emphasis on test-taking skills and critical thinking/situational problem solving techniques.						
RAD	209	RADIATION THERAPY PRACTICUM I	0	0	18	6
Prerequisites: None						
Corequisites: RAD 221						
Introduces students to the clinical aspects of the radiation therapy department. Basic procedures are observed and the student is presented with first patient care and treatment responsibilities.						
RAD	211	RADIOLOGIC PHYSICS	3	2	0	4
Prerequisites: MAT 101						
A course covering the basic physics principles applicable to radiology. Topics include x-ray production/interactions, equipment and trouble shooting, systems of measurement, work, energy, power, wave motion, electromagnetic spectrum, electricity, and magnetism.						
RAD	212	CLINICAL EDUCATION	1	0	18	7
Prerequisites: RAD 116						
Continuation of competency-based clinical education. Student will be responsible for the basic radiographic procedures covered during the first year. Emphasis on improvement of skills through practical experience. Regular film critique sessions.						
RAD	213	CLINICAL EDUCATION	1	0	18	7
Prerequisites: RAD 212						
Continuation of competency based clinical education. Emphasis placed on ability to assist and perform procedures studied in RAD 205. Students build on skills in clinical areas. Regular film critique sessions. The opportunity for rotations through specialized imaging modalities.						

			Clin/ Credit			
			Class	Lab	Shop	Hours
RAD	214	CLINICAL EDUCATION	1	0	18	7
Prerequisites: RAD 213						
Continuation of competency based clinical education. Demonstrate proficiency in basic radiographic procedures. Emphasis on rotation through specialty imaging modalities. Regular film critique sessions.						
RAD	218	CLINICAL EDUCATION	1	0	18	7
Prerequisites: RAD 214						
Completion of competency based clinical education. Regular film critique sessions.						
RAD	219	RADIATION THERAPY PRACTICUM IV	0	0	33	11
Prerequisites: RAD 233						
Develops independent performance levels in the student. Routing procedures are performed with minimal supervision.						
RAD	220	ONCOLOGY	3	0	0	3
Prerequisites: None						
Corequisites: RAD 209, 221, 224						
The study of neoplasia and carcinogenesis. Emphasis is given to initiation and proliferation theories, cell characteristics and variables which effect host survival. A study of neoplasia in relation to specific anatomical systems will begin at the end of this course.						
RAD	221	RADIATION ONCOLOGY I	3	0	0	3
Prerequisites: None						
Corequisites: RAD 209, 220, 224						
Orientation to radiation oncology, treatment procedures and simulation with emphasis given to the ethical and legal implication of radiation oncology, terminology, mathematics, radiation protection, and patient care.						
RAD	222	RADIATION ONCOLOGY II	3	0	0	3
Prerequisites: RAD 221						
A survey of treatment modalities and procedures. Includes detailed discussions on simulation, dosimetry, treatment planning, and quality assurance. Methods of patient contouring and immobilization are studied and practiced.						

			Clin/ Credit			
			Class	Lab	Shop	Hours
RAD	223	RADIATION ONCOLOGY III	3	0	0	3
Prerequisites: RAD 222						
Advanced study of present and future treatment modalities, with emphasis on hyperthermia. Also included is an extensive review to prepare students for the ARRT examination.						
RAD	224	RADIATION PHYSICS I	3	0	0	3
Prerequisites: RAD 211						
Corequisites: RAD 209, 220, 221						
Fundamental concepts of radiation therapy physics. Includes the structure of matter, nuclear transformations, x-ray production, and clinical radiation therapy generators.						
RAD	232	RADIATION THERAPY PRACTICUM II	0	0	18	6
Prerequisites: RAD 209						
Technical skills are developed within the clinical setting. Accuracy and precision are stressed. Routine procedures are performed under supervision.						
RAD	233	RADIATION THERAPY PRACTICUM III	0	0	21	7
Prerequisites: RAD 232						
Emphasis is placed on refining of the students' technical skills with recognition of special patient needs. Routine procedures are performed under supervision.						
RAD	236	CLINICAL EDUCATION	4	0	30	14
Prerequisites: RAD 245						
Active participation in imaging, processing, and technically evaluating sonographic examinations. Regularly scheduled critique sessions. Opportunity for emergency sonography.						
RAD	237	INSTRUMENTATION & PRINCIPLES OF OB-GYN SONOGRAPHY	7	0	0	7
Prerequisites: RAD 241						
Review of obstetrical/gynecological anatomy and physiology with emphasis on sonographic appearance in cross-section and related pathology. Concentration on integration of patient history and related laboratory tests, etc., to sonographic findings.						

			Clin/ Credit			
			Class	Lab	Shop	Hours
RAD	238	DOSIMETRY	3	0	0	3
Prerequisites: RAD 221, 222						
A continued study of clinical dosimetry and treatment planning with emphasis given to radioactive source treatment applications and proper handling procedures.						
RAD	239	CLINICAL ONCOLOGY I	3	0	0	3
Prerequisites: RAD 220						
A continued study of neoplasia in relation to specific anatomical systems. Etiology, histology, staging, grading, treatment modalities, treatment and disease side effects and proper care for such effects are topics for class discussion.						
RAD	240	CLINICAL ONCOLOGY II	3	0	0	3
Prerequisites: RAD 239						
A continued study of neoplasia in relation to specific anatomical systems.						
RAD	241	INTRODUCTION TO ULTRASOUND	6	0	0	6
Prerequisites: None						
Introduction to principles of ultrasound instrumentation, modes of operation, and scanning techniques.						
RAD	242	ULTRASOUND PHYSICS	5	0	0	5
Prerequisites: MAT 101; RAD 241						
Acoustic physics including interactions between ultrasound and tissue, and continuation of principles and instrumentations. Current knowledge of biological effects. Laboratory exercises.						
RAD	243	CLINICAL EDUCATION	2	0	21	9
Prerequisites: None						
Active participation in imaging, processing, and technically evaluating sonographic examinations. Regularly scheduled critique sessions.						
RAD	244	CLINICAL EDUCATION	2	0	21	9
Prerequisites: RAD 243						
Active participation in imaging, processing, and technically evaluating sonographic examinations. Regularly scheduled critique sessions.						

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			Class	Lab	Shop	H
RAD	245	CLINICAL EDUCATION	2	0	21	
Prerequisites: RAD 243, 244						
Active participation in imaging, processing, and technically evaluating sonographic examinations. Regularly scheduled critique sessions. Opportunity for emergency sonography.						
RAD	248	INSTRUMENTATION AND PRINCIPLES FOR ECHOCARDIOGRAPHY	6	0	0	
Prerequisites: RAD 241						
Review of cardiographic anatomy and physiology with emphasis on sonographic appearance in cross-section and related pathology. Concentration on integrating patient history and related laboratory tests, etc., to sonographic findings.						
RAD	249	INSTRUMENTATION AND PRINCIPLES OF ABDOMINAL SONOGRAPHY	6	0	0	
Prerequisites: RAD 241						
Review of abdominal anatomy and physiology with emphasis on sonographic appearance in cross-section and related pathology. Concentration on integrating patient history and related laboratory tests, etc., to sonographic findings.						
RAD	250	VASCULAR ULTRASOUND	1	2	0	
Prerequisites: RAD 242						
Systematically, this course provides the student with fundamental knowledge of vascular anatomy, physiology, hemodynamics and sonographic/clinical manifestations of arterial and venous pathology. Incorporation of laboratory exercises will build strong educational foundation for development of future skills.						
RAD	254	PATIENT CARE & PROCEDURES	3	4	0	!
Prerequisites: None						
Corequisites: RAD 255, 259, 261 or 262						
Care of the patient during special imaging procedures including emergency situations. Identification of psychological and emotional status of the patient and emotional support to assist the patient. Explanation of consent form and legal implications. Identification of life threatening conditions. Practice scrubbing, gowning, gloving, maintaining sterile field, and monitoring ECG and blood pressures.						

			Clin/ Credit			
			Class	Lab	Shop	Hours
RAD	255	CLINICAL EDUCATION	0	0	6	2
Prerequisites: None Corequisites: RAD 254, 259, 261 or 262 The student will be introduced to advanced darkroom techniques, operation of advanced imaging equipment such as pressure injectors, catheters, sterile trays, and associated accessory equipment in the specialized imaging areas. Regularly scheduled critique sessions for student to present cases.						
RAD	256	CLINICAL EDUCATION	0	0	6	2
Prerequisites: RAD 254, 255, 259, 261 or 262 Corequisites: RAD 263 or 264, RAD 265 or 266 The student will gain experience with specialized equipment emphasizing the safety and precautions related to each individual modality. The student will assist during procedures to include patient positioning, selection of acceptable exposure factors and filming sequence, and selection and preparation of contrast media for injection. Regularly scheduled critique session for student to present cases.						
RAD	257	CLINICAL EDUCATION	0	0	36	12
Prerequisites: RAD 254, 255, 256, 259, 261 or 262, 263 or 264, 265 or 266 The student will continue to gain experience with specialized equipment emphasizing interventional equipment use. The student will select and test balloon catheters for the procedure, position patient for pre- and post-interventional films to show specific anatomy, and assist physician during the procedure. Regularly scheduled critique sessions for student to present cases.						
RAD	258	CLINICAL EDUCATION	0	0	36	12
Prerequisites: RAD 254, 255, 256, 257, 259, 261 or 262, 263 or 264, 265 or 266 Corequisites: RAD 267 or 268 The student will function in an independent manner in performing procedures in the assigned areas of rotation with emphasis on technical evaluation of cardiovascular, vascular, magnetic resonance imaging, and computerized tomography examinations. Regularly scheduled critique sessions for student to present cases.						
RAD	259	PHARMACOLOGY FOR RADIOGRAPHERS	3	0	0	3
Prerequisites: None Corequisites: RAD 254, 255, 261 or 262 Identification of contrast media used for special imaging procedures. Study of chemical and physical characteristics that make a given contrast media most useful						

for a specific procedure and the dosage used for each procedure. Description of reactions of contrast media on and the physiologic response of body systems.

RAD	261	CT & MRI PHYSICS & EQUIPMENT	6	0	0	6
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Prerequisites: None

Corequisites: RAD 254, 255, 259

Study of basic physics and components of computerized tomography and magnetic resonance imaging equipment. Comparison of computerized tomography and magnetic resonance imaging for diagnosis of various pathologies.

RAD	262	VASCULAR/INTERVENTIONAL PROCEDURES	6	0	0	6
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Prerequisites: None

Corequisites: RAD 254, 255, 259

Study of physics of the equipment utilized in imaging. Study of the approaches used, catheters, various anatomy identified, filming rates, and contrast media used for peripheral aortograms, splanchnic, and brachiocephalic exams. Discussion of indications and contraindications for the exams along with demonstrated pathology.

RAD	263	CT & MRI PROCEDURES	6	0	0	6
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Prerequisites: RAD 254, 255, 259, 261

Corequisites: RAD 256, 265

Study of the various imaging techniques used within computerized tomography and magnetic resonance imaging and their effects on imaging quality and diagnosis. Discussion to include the latest advances within these modalities including ultrafast computed tomography, fast spin echo imaging, angiographic imaging, and spectroscopy.

RAD	264	CARDIOVASCULAR PROCEDURES	6	0	0	6
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Prerequisites: RAD 254, 255, 259, 262

Corequisites: RAD 256, 266

Emphasis on basic cardiovascular imaging to include equipment, exams, and procedures. Patient monitoring equipment, imaging equipment, Meddars computer, measurements, and pathology discussed to ensure optimal visualization and treatment.

RAD	265	CROSS-SECTIONAL ANATOMY	4	0	0	4
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Prerequisites: RAD 254, 255, 259, 261

Corequisites: RAD 256, 263

Correlation between human anatomy and images demonstrating that anatomy in the coronal, sagittal, and axial planes. Discussion of physiological aspects of each system and the spatial relationship of this anatomy within the various planes. Computed tomography and magnetic resonance images will be used to correlated physical anatomy and how this anatomy is demonstrated with various methods of imaging.

RAD	266	VASCULAR ANATOMY	4	0	0	4
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Prerequisites: RAD 254, 255, 259, 262

Corequisites: RAD 256, 264

Discussion of arterial and venous circulatory systems. Identification of major vessels and their branches throughout the body. Correlation of vascular anatomy demonstrated and the views used to enable adequate demonstration. Discussion to include formation of collateral vessels and their function.

RAD	267	VASCULAR AND CARDIOVASCULAR SEMINAR	4	0	0	4
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Prerequisites: RAD 254, 255, 256, 257, 259, 262, 264, 266

Corequisites: RAD 258

Integration of principles and equipment used within vascular and cardiovascular procedures as taught during previous quarters and demonstrated within the clinical setting. Emphasis on test-taking skills and critical thinking through the use of simulated exams to meet requirements set by the JRC.

RAD	268	MRI & CT SEMINAR	4	0	0	4
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Prerequisites: RAD 254, 255, 256, 257, 259, 261, 263

Corequisites: RAD 258

Integration of principles and equipment used within MRI and CT taught during previous quarters and demonstrated within the clinical setting. Emphasis on test-taking skills and critical thinking through use of simulated exams to meet requirements set by JRC.

RAD	271	NUCLEAR MEDICINE TECHNOLOGY I	3	2	0	4
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Prerequisites: BIO 108; CHM 110; MAT 101; RAD 103

Nuclear medicine terminology and routine procedures. Study of indications and contraindications of nuclear medicine procedures, including integration of patient history and communication skills. Completion of IV certification.

RAD	272	NUCLEAR MEDICINE TECHNOLOGY II	3	2	0	4
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Prerequisites: RAD 271

Instrumentation and principles of nuclear medicine technology, including in vivo procedures relating to specific body systems and in vitro procedures/analysis. Study of function and applications of nuclear medicine equipment.

RAD	273	NUCLEAR MEDICINE TECHNOLOGY III	2	0	0	2
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Prerequisites: RAD 272

Continuation of nuclear medicine instrumentation and principles. Emphasis on principles of SPECT imaging techniques. Study of computer applications to nuclear medicine technology. Also, concentration on administrative procedures related to inventory control, patient dosages, and quality control mechanisms.

RAD	274	NUCLEAR MEDICINE TECHNOLOGY IV	3	0	0	3
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Prerequisites: RAD 273

Study of quality assurance and related safety procedures, including federal and state guidelines. Study of basic instrumentation and principles of PET.

RAD	275	NUCLEAR PHARMACOLOGY	2	0	0	2
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Prerequisites: CHM 110; MAT 114

Principles of radiopharmacy, including a review of related chemistry and mathematics, operation of the "hot lab", quality control and related clinical procedures. Study of therapeutic dosages and applications.

RAD	276	NUCLEAR MEDICINE PHYSICS	2	0	0	2
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Prerequisites: RAD 224

Principles of radioactive decay, interactions of radiation, radiation dosage calculations and measurements. Emphasis on regulations and techniques for effective radiation protection.

RAD	277	NUCLEAR MEDICINE PRACTICUM I	1	0	15	6
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Prerequisites: RAD 113

Participation in nuclear medicine procedures in the clinical setting, specifically basic imaging and procession of film. Emphasis on patient positioning, communication skills, and the health care team. Regularly scheduled case presentations.

REL	160	INTRODUCTION TO OLD TESTAMENT LITERATURE	5	0	0	5
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Prerequisites: ENG 088 or appropriate placement test scores
Study of the Old Testament with consideration of relevant cultures, history, and major personalities.

REL	161	INTRODUCTION TO NEW TESTAMENT	5	0	0	5
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Prerequisites: ENG 088 or appropriate placement test scores
Study of the New Testament, focusing on the major teachings of Jesus, the major teaching of the apostle Paul, and the later writings. Special attention paid to the various books' similarities and dissimilarities; to the historical, cultural, and religious background; and to the compilation of the New Testament.

REAL ESTATE

RLS	101	FUNDAMENTALS OF REAL ESTATE: SALESMAN	6	0	0	6
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Prerequisites: None
This course consists of instruction in fundamental real estate principles and practices, including real estate law, financing, brokerage, closing, valuation, management, and taxation. Also included is instruction on residential building construction, land use, the real estate market and the North Carolina Real Estate License Law and Rules/Regulations of the North Carolina Real Estate Licensing Board.

RLS	102	FUNDAMENTALS OF REAL ESTATE: LAW	3	0	0	3
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Prerequisites: RLS 101
This course consists of advanced-level instruction in real property ownership and interests, transfer of title to real property, land use controls, real estate brokerage and the law of agency, real estate contracts, landlord and tenant law, mortgages/deeds of trust, property insurance, federal income taxation of real estate, the N.C. Real Estate License Law, Rules/Regulations of the N.C. Real Estate Licensing Board, and the Licensing Board's "Trust Account Guidelines."

			Clin/ Credit			
			Class	Lab	Shop	Hours
RLS	103	FUNDAMENTALS OF REAL ESTATE: FINANCE	3	0	0	3
Prerequisites: RLS 101						
This course consists of advanced-level instruction on the major aspects of financing real estate transactions, including sources of mortgage funds, the secondary mortgage market, financing instruments, types of mortgage loans, underwriting mortgage loans, consumer legislation affecting real estate financing, real property valuation, closing real estate transactions, and finance mathematics.						
RLS	104	FUNDAMENTALS OF REAL ESTATE: BROKER	3	0	0	3
Prerequisites: RLS 101						
Consists of advanced-level instruction with emphasis on real estate brokerage.						
RLS	105	FUNDAMENTALS OF REAL ESTATE: MATH	3	0	0	3
Prerequisites: None						
This course consists of advanced-level instruction on major aspects of real estate transactions. Topics include: percents, commission, interest, investment, profit and loss, depreciation and appreciation, taxes and insurance, prorations and closing statements.						

RESPIRATORY CARE

RSP	101	RESPIRATORY CARE I	3	2	0	4
Prerequisites: Program Admission						
Corequisites: BIO 107; MAT 101; SAF 111						
A study of professional ethics, professional organizations, and the history of respiratory care. Covers the physical properties of gas and piping systems and gas storage, safety standards, and regulation of pressure and flow. Also introduces the student to medical terminology.						
RSP	102	RESPIRATORY CARE II	3	2	0	4
Prerequisites: RSP 101 (with a grade of "C" or better)						
Corequisites: BIO 108; CHM 105; RSP 120						
Covers the theory of and techniques for administration of oxygen and aerosol oxygen therapy. Includes the properties and production of therapeutic vapor and aerosols, oxygen devices, analyzers, blenders, artificial airways, and manual ventilation						

equipment. Students will demonstrate and practice with this equipment during laboratory periods.

RSP	104	CARDIOPULMONARY ANATOMY & PHYSIOLOGY	3	0	0	3
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Prerequisites: RSP 102, 120 (with a grade of "C" or better)

Corequisites: RSP 105, 121

An advanced study of anatomy and physiology of the respiratory and circulatory systems. Emphasis on the interrelationship of structure and function, including mechanics of respiration, ventilation, tissue metabolism, oxygen transport and carbon dioxide elimination.

RSP	105	PHARMACOLOGY	3	0	0	3
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Prerequisites: RSP 102, 120 (with a grade of "C" or better)

Corequisites: RSP 104, 121

Presents the student with those medications commonly used for testing cardiopulmonary diseases and providing respiratory care. Presents an in-depth approach, stressing those medications which effect the nervous, cardiovascular, respiratory, and excretory systems. Covers correct medication usage, administration, and legalities.

RSP	107	ACID BASE CHEMISTRY	3	0	0	3
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Prerequisites: RSP 121 (with a grade of "C" or better)

Corequisites: RSP 108, 110, 122

A specialized course designed to provide in-depth study of acid base regulation, blood gas values, ABG clinical interpretation, and fluid-electrolyte balance.

RSP	108	CONTINUOUS MECHANICAL VENTILATION I	3	2	0	4
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Prerequisites: RSP 121 (with a grade of "C" or better)

Corequisites: RSP 107, 110, 122

Introduces the student to ventilators and monitoring devices. Stresses procedures and techniques, indications and contra-indications, and classification and function of these devices. Laboratory periods include student skills evaluation for assembly, calibration, and functional use of these devices.

			Clin/ Credit			
			Class	Lab	Shop	Hours
RSP	110	PATHOLOGY	4	0	0	4
Prerequisites: RSP 121 (with a grade of "C" or better)						
Corequisites: RSP 107, 108, 122						
A study of the etiology and pathogenesis of cardiovascular and respiratory diseases. Presents clinical signs and symptoms along with diagnosis and complications.						
RSP	111	DIAGNOSTIC & THERAPEUTIC PROCEDURES	2	2	0	3
Prerequisites: RSP 102, 120 (with grades of "C" or better)						
Corequisites: RSP 104, 105, 121						
Introduces the student to clinical pulmonary assessment and diagnostic procedures. Also presents therapeutic treatment modalities and procedures.						
RSP	120	CLINICAL PRACTICE I	0	0	6	2
Prerequisites: RSP 101 (with a grade of "C" or better)						
Corequisites: RSP 102						
Introduces students to the clinical affiliate hospitals. Introduces the basic organization and operation of respiratory care services and the physical facilities of the clinical affiliates. Also provides an introduction to the basic aspects of patient care in the hospital environment with the opportunity to observe patient care and practice prepatient contact skills.						
RSP	121	CLINICAL PRACTICE II	0	0	18	6
Prerequisites: RSP 102, 120 (with a grade of "C" or better)						
Corequisites: RSP 104, 105, 111						
Presents the first student responsibility for patient care. Includes student evaluation for competence in application of basic therapeutic modalities. Also includes in this evaluation process tasks covering patient reporting, medical record documentation, patient assessment, and equipment decontamination.						
RSP	122	CLINICAL PRACTICE III	0	0	18	6
Prerequisites: RSP 104, 105, 111, 121 (with a grade of "C" or better)						
Corequisites: RSP 107, 108, 110						
Introduces students to patients requiring mechanical ventilatory support and intensive respiratory care. Presents practice and evaluation of clinical skills required for implementing continuous ventilation, ventilator monitoring, weaning, patient airway maintenance, and arterial blood gas sample collection at the hospital clinical affiliates.						

RSP	201	CONTINUOUS MECHANICAL VENTILATION II	2	2	0	3
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Prerequisites: RSP 108 (with a grade of "C" or better)
 Corequisites: BIO 206; RSP 203, 220
 A continuation of procedures and theory relating to mechanical ventilation emphasizing interpretation and application of physiological monitoring, weaning, and arterial blood gas.

RSP	203	PERINATOLOGY & PEDIATRICS	2	2	0	3
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Prerequisites: RSP 110 (with a grade of "C" or better)
 Corequisites: BIO 206; RSP 201, 220
 Introduces the student to pediatric and neonatal respiratory care skills, techniques and procedures, and equipment. Emphasis on embryologic development and the treatment required by premature infants.

RSP	204	PEDIATRIC PATHOPHYSIOLOGY	3	0	0	3
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Prerequisites: RSP 203 (with a grade of "C" or better)
 Corequisites: RSP 205, 221
 A study of genetic, iatrogenic, and disease induced pathology as seen in both the neonatal and pediatric patients. Covers treatment and prognosis.

RSP	205	CARDIOPULMONARY FUNCTION	3	2	0	4
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Prerequisites: RSP 220 (with a grade of "C" or better)
 Corequisites: RSP 204, 221
 Presents student with a study of techniques and procedures for pulmonary and cardiovascular function testing. Laboratory periods require students to examine and demonstrate the clinical equipment used for these diagnostic procedures.

RSP	208	SEMINAR	3	0	0	3
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Prerequisites: RSP 221 (with a grade of "C" or better)
 Corequisites: ENG 204; RSP 222
 Introduces styles of respiratory care management and departmental structure. Additionally, reviews the legal aspects associated with patient care and instructor level education in cardiopulmonary resuscitation. Students will receive an introduction to microcomputers, and clinical simulation exams.

			Clin/ Credit			
			Class	Lab	Shop	Hours
RSP	220	CLINICAL PRACTICE IV	0	0	18	6

Prerequisites: RSP 107, 108, 110, 122 (with a grade of "C" or better)

Corequisites: BIO 206; RSP 201, 203

Refines the student's mastery of those skills and techniques critical to acute patient care as introduced in RSP 122. Also involves the student with pediatric and neonatal therapy including rotations through general and intensive care units.

RSP	221	CLINICAL PRACTICE V	0	0	18	6
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Prerequisites: RSP 201, 203, 220 (with a grade of "C" or better)

Corequisites: RSP 204, 205

Introduces the practice and application of pulmonary and cardiovascular function testing in the clinical affiliate specialty laboratory. Also continues and refines those neonatal/pediatric respiratory therapy skills presented in RSP 220.

RSP	222	CLINICAL PRACTICE VI	0	0	24	8
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Prerequisites: RSP 221 (with a grade of "C" or better)

Corequisites: RSP 208

A clinical rotation course designed to augment transition from the student role to the role of a therapist practicing in the work environment. Although the students remain under clinic supervision, they will be expected to function in an independent manner while carrying a case load equivalent to that of the working environment. Additionally, as it is possible, offers specialty rotations in clinical areas including: physical therapy, out-patient clinics, management and supervision, and education.

SAFETY

SAF	110	FIRST AID & SAFETY MEASURES	2	2	0	3
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Prerequisites: None

This course is designed to enable the student to respond to medical emergencies, hazardous materials and situations they are likely to encounter. This course will provide the student with the basic knowledge to recognize medical emergencies, hazardous materials and to render basic first aid to sustain life, reduce suffering and prevent further serious complications by the use of prompt, effective measures until effective medical care is available. The student will be able to recognize hazardous materials and situations such as chemical, electrical, bombs and other explosives and the safety precautions in approaching such situations, as well as first aid and decontamination procedures should exposure or injury occur.

SAF	111	CARDIOPULMONARY RESUSCITATION	1	0	0	1
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Prerequisites: None

Designed to qualify students to receive basic rescuer certification. Provides skills in one and two rescuer CPR, infant CPR, and conscious and unconscious airway obstruction in the adult and child.

SOCIOLOGY

SOC	100	JOB SEARCH & CAREER PLANNING	3	0	0	3
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Prerequisites: ENG 101 or appropriate placement test scores

An individually oriented course which helps students consider those career choices and related factors which contribute to personal satisfaction and happiness in life. Emphasis is placed on learning of career decision-making skills, setting personal goals, acquiring techniques for self management. Procedures used in the course will be lecturettes, group exercises, occupational research activities, class discussions and presentations.

SOC	102	PRINCIPLES OF SOCIOLOGY	3	0	0	3
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Prerequisites: ENG 088 or appropriate placement test scores

Study of the principles of sociology; attempts to provide an understanding of culture, collective behavior, community life, social institutions, and social change. Presents the scientific study of human behavior in relation with others, the general principles affecting the organization of such relationships, and the effects of social life on human personality and behavior.

SOC	103	SOCIAL PROBLEMS	3	0	0	3
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Prerequisites: ENG 088 or appropriate placement test scores

A study of the social problems prevalent in contemporary society with emphasis on the nature of, origins of, and solutions to these problems.

SOC	151	SOCIOLOGY	5	0	0	5
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Prerequisites: Appropriate placement test scores or ENG 089 or OSC 101

The nature, concepts, and principles of sociology. Presents the scientific study of human behavior in relation with others, the general principles affecting the organization of such relationships, and the effects of social life on human personality and behavior. Special attention is paid to modern industrial societies in general and

SOC 160 COURTHSHIP AND MARRIAGE

Prerequisites: None

A course which introduces students to critical thinking and empirical knowledge relative to affectional involvement, the family, and the roles and relationships associated with each.

Prerequisites: SOC 102

A study of the family life-cycle including courtship, engagement, marriage, parenthood, widowhood, separation, and divorce in contemporary American society. Emphasis is placed upon role behavior, individual adjustment and pathology. Social, economic, psychological, and sexual factors are analyzed. Some emphasis may be placed upon families that have involvement with the criminal justice system.

Prerequisites: ENG 089 or permission of instructor

Explore the interaction that takes place within and between the child, family, and society as they contribute to socialization.

Prerequisites: SOC 151 or permission of instructor

An in-depth study of current social problems in American society. Emphasis to be placed not only on the nature, extent, causes, and consequences of these problems but also the proposed solutions or means of limiting these problems.

SPA 101 SPANISH FOR CRIMINAL JUSTICE

Prerequisites: ENG 101

A beginning course in Spanish as a foreign language. Emphasized acquisition of basic listening, speaking, reading, and writing skills and improved awareness of Hispanic culture, with special emphasis on the terms and the vocabulary used in law enforcement and corrections.

SPA	102	SPANISH FOR CRIMINAL JUSTICE II	5	0	0	5
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Prerequisites: SPA 101

A continuation of SPA 101, stressing further development of basic listening, speaking, reading and writing skills and improved awareness of Hispanic culture, with the continued emphasis on the terms and the vocabulary used in law enforcement and corrections.

SPA	151	ELEMENTARY SPANISH I	5	0	0	5
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Prerequisites: ENG 088 or appropriate placement test scores

Introduces the student to the spanish language, stressing the development of the four language skills: listening, speaking, reading, and writing. Special emphasis placed on aural comprehension and oral communication since these skills form the base for reading and writing. Introduces Hispanic culture.

SPA	152	ELEMENTARY SPANISH II	5	0	0	5
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Prerequisites: SPA 151 or equivalent

Continuation of SPA 151, stressing further development of the four language skills: listening, speaking, reading and writing. Development of communicative competence.

SPA	161	INTERMEDIATE SPANISH I	5	0	0	5
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Prerequisites: SPA 152 or SPA 102 with permission of advisor

Designed to improve the basic interpersonal communicative skills and to continue improving simple present and simple past grammatical structures. Emphasis is on more complex grammatical structures and an in-depth look at Spanish culture.

SPA	162	INTERMEDIATE SPANISH II	5	0	0	5
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Prerequisites: SPA 161 or equivalent

Designed to use more fluency in conversation and more complex grammatical structures. Emphasis on improving speaking, writing, listening, and reading skills. Expands on the study of Hispanic culture and language development.

SPEECH

SPH	151	VOICE & DICTION	3	0	0	3
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Prerequisites: ENG 088 or appropriate placement test scores

Improvement of articulation and pronunciation through drills, readings, and the delivery of simple speeches.

			Clin/ Credit			
			Class	Lab	Shop	Hours
SPH	160	PUBLIC SPEAKING	3	0	0	3

Prerequisites: ENG 088 or appropriate placement test scores
Composition, preparation, and presentation of speeches for all occasions.

SPH	260	BUSINESS & PROFESSIONAL COMMUNICATIONS	5	0	0	5
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Prerequisites: ENG 088 or appropriate placement test scores
Prepares the business and/or professional student for effective communication in the workplace. Course covers communication theory, work-related communication concepts, various oral presentations, and small-group dynamics. Content includes listening skills, interviewing skills, small-group presentations, conflict management, problem solving strategies and informative and persuasive speeches using audio-visuals. Assignments drawn from current real-life business practices.

LAND AND CONSTRUCTION SURVEYING

SRV	101	SURVEYING	2	0	6	4
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Prerequisites: None
Study of the theory and practice of plane surveying, including taping, differential and profile leveling, cross sections, earthwork computations, transit stadia, and transit tape surveys. Layout of footings, floor levels, site work, and mapping included. Problem solving using computer data.

SRV	102	SURVEYING	2	0	6	4
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Prerequisites: SRV 101
Triangulation of ordinary precision, use of plane tablet, calculation of areas of land, land surveying, topographic surveys, and mapping are included in this course.

SRV	103	SURVEYING	2	0	6	4
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Prerequisites: SRV 102
Includes a study of route surveys by ground and aerial methods; simple, compound, reverse, parabolic, and spiral curves; geometric design of highways; and highway surveys and plans, including mass diagrams.

SRV	202	SITE DESIGN AND SURVEYING	2	4	0	4
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Prerequisites: ARC 112, 202

Introductory course in the design of sites for architectural applications. Concepts of surveying, topography and landscape architecture will be introduced. The basics of site layout, site grading, and the manipulations of contours will be developed through drawing lab assignments.

WELDING

WLD	120	OXYACETYLENE WELDING	2	0	3	3
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Prerequisites: None

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, and assembly of units. Welding procedures such as practice in puddling and carrying the puddle, running flat beads; butt welding in the flat, vertical, and overhead position; brazing; and hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

WLD	121	ARC WELDING	2	0	6	4
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Prerequisites: WLD 120 or permission of instructor

Operation of AC transformers and DC motor generator arc welding units. Studies made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After students are capable of running beads, they make butt and fillet welds in all positions, and test them in order to detect weaknesses in welding. Safety procedures are emphasized through the course in the use of tools and equipment. WLD 130 and WLD 131 series are equivalent to WLD 121.

WLD	122	COMMERCIAL & INDUSTRIAL PRACTICE	2	0	3	3
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Prerequisites: WLD 121

Designed to build skills through practice in simulated and actual industrial processes and techniques. Sketching and layout on paper of the size and shape description, listing the steps necessary to build the product, estimating time and material, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding, and non-destructive tests and inspection.

WLD	130	ARC WELDING I		1	0	3	2
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Prerequisites: None

Operation of AC transformers and DC motor generator arc welding units. Studies made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After students are capable of running beads, they make butt and fillet welds in all positions, and test them in order to detect weakness in welding. Safety procedures are emphasized through the course in the use of tools and equipment. WLD 130 and WLD 131 series are equivalent to WLD 121.

WLD	131	ARC WELDING II		1	0	3	2
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Prerequisites: WLD 130

A continuation of the study of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. Students continue running beads, butt and fillet welds and test them to detect weakness. Emphasis on safety procedures will continue through the course. WLD 130 and WLD 131 series are equivalent to WLD 121.

WLD	1102	BASIC GAS WELDING		0	0	3	1
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Prerequisites: None

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame cutting methods applicable to mechanical repair work.

WLD	1103	BASIC ARC WELDING		0	0	3	1
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Prerequisites: None

Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.

WLD	1104	BEGINNING WELDING I		2	0	3	3
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Prerequisites: None

Introduction to the history of oxyacetylene and arc welding, the principles of welding and cutting, nomenclature of the equipment and assembly of unit. The operations of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units are introduced. Basic welding procedures are begun. The WLD 1104, 1105, and 1106 series is equivalent to WLD 1141.

WLD	1105	BEGINNING WELDING II	1	0	6	3
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Prerequisites: WLD 1104 or permission of instructor
 Continues the nomenclature and safe use of welding equipment and supplies. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical, and overhead positions. WLD 1104, 1105 and 1106 series is equivalent to WLD 1141.

WLD	1106	BEGINNING WELDING III	2	0	6	4
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Prerequisites: WLD 1105 or permission of instructor
 Continues all the topics introduced in WLD 1104 and WLD 1105. Straight line cutting skills are developed. Safety is stressed. WLD 1104, 1105 and 1106 series is equivalent to WLD 1141.

WLD	1107	INTERMEDIATE WELDING I	3	0	3	4
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Prerequisites: WLD 1106 or permission of instructor
 A review of basic oxyacetylene cutting and welding, preparation of metals, types of joints, welding procedures and testing welds and the operation of AC transformer and DC motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. WLD 1107, 1108, and 1109 series is equivalent to WLD 1142.

WLD	1108	INTERMEDIATE WELDING II	1	0	6	3
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Prerequisites: WLD 1107 or permission of instructor
 Continues the topics introduced in WLD 1107. Demonstrated competence in running beads permits student to do butt and fillet welds in all positions for testing in order that the student may detect weaknesses in welding. Safety procedures are stressed. WLD 1107, 1108, and 1109 series is equivalent to WLD 1142.

WLD	1109	INTERMEDIATE WELDING III	1	0	6	3
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Prerequisites: WLD 1108 or permission of instructor
 Continues topics of WLD 1107 and WLD 1108. Closely supervised practice enables students to acquire competence for progressing to next course. The WLD 1107, 1108, and 1109 series is equivalent to WLD 1142.

			Clin/ Credit			
	Class	Lab	Shop	Hours		
WLD	1110	COMMERCIAL AND INDUSTRIAL PRACTICE I	1	0	6	3
<p>Prerequisites: WLD 1109 or permission of instructor</p> <p>Designed to build skills through practice in simulated and actual industrial processes and techniques. Sketching and layout on paper of the size and shape description, listing the steps necessary to build the product and estimating time and material and then following these directions to build the product. WLD 1110 and 1111 series is equivalent to WLD 1122.</p>						
WLD	1111	COMMERCIAL AND INDUSTRIAL PRACTICE II	1	0	3	2
<p>Prerequisites: WLD 1110 or permission of instructor</p> <p>Continues processes begun in WLD 1110. Emphasis placed on maintenance, repairing worn or broken parts by special welding applications, and field welding and nondestructive tests and inspection. Safety is stressed. WLD 1110 and 1111 series is equivalent to WLD 1122.</p>						
WLD	1113	PIPE WELDING I	1	0	6	3
<p>Prerequisites: WLD 1111 or permission of instructor</p> <p>Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Section VIII and IX of the A.S.M.E. code. Safety is stressed. The WLD 1113 and 1114 series is equivalent to WLD 1124.</p>						
WLD	1114	PIPE WELDING II	2	0	6	4
<p>Prerequisites: WLD 1113 or permission of instructor</p> <p>Continues all the processes introduced in WLD 1113. WLD 1113 and 1114 series is equivalent to WLD 1124.</p>						
WLD	1122	COMMERCIAL & INDUSTRIAL PRACTICES	2	0	9	5
<p>Prerequisites: WLD 1142 or permission of instructor</p> <p>Designed to build skills through practices in simulated industrial processes and techniques; sketching and laying out on paper the size, shape, and description, listing the steps necessary to build the product; and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding, and nondestructive tests and inspection. WLD 1110 and 1111 are the equivalent of WLD 1122.</p>						

WLD	1123	INERT GAS WELDING	3	0	12	7
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Prerequisites: WLD 1142 or permission of instructor
 Introduction to and practical operations in inert-gas-shield arc welding. Study made of equipment, operation, safety, and practice in the various positions. Thorough study of topics such as principles of operation, shielding gases, filler rods, process variations and applications, and manual and automatic welding. WLD 1151 and WLD 1152 are the equivalent of WLD 1123.

WLD	1124	PIPE WELDING	3	0	12	7
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Prerequisites: WLD 1123 or permission of instructor
 Practice in welding the various materials to meet certification standards. Students use various tests including the guided bend and the tensile strength tests to check the quality of work. Emphasis placed on attaining skill in producing quality welds. WLD 1113 and 1114 are the equivalent of WLD 1124.

WLD	1125	CERTIFICATION PRACTICES	3	0	6	5
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Prerequisites: WLD 1124 or permission of instructor
 Practice in welding the various materials to meet certification standards. Students use various tests including the guided bend and the tensile strength tests to check the quality of work. Emphasis placed on attaining skill in producing quality welds. WLD 1138 and 1139 are the equivalent of WLD 1125.

WLD	1138	CERTIFICATION PRACTICES I	2	0	3	3
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Prerequisites: WLD 1114 or permission of instructor
 Course involves practices in welding the various materials to meet certification standards. Student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skills in producing quality welds. WLD 1138, 1139 series is equivalent to WLD 1125.

WLD	1139	CERTIFICATION PRACTICES II	1	0	3	2
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Prerequisites: WLD 1138 or permission of instructor
 Continues the practices introduced in WLD 1138. Emphasis is placed on attaining skills in producing quality welds. WLD 1138 and 1139 are equivalent to WLD 1125.

WLD	1140	WELDING POWER SOURCES	3	0	3	4
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Prerequisites: Welding (V-050) Diploma and permission of instructor
 This course provides instruction on the correct procedures for solving maintenance problems on different types of electromechanical welding equipment found in industry. Emphasis is placed on electrical theory and troubleshooting techniques.

WLD	1141	BEGINNING WELDING	5	0	15	10
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Prerequisites: None
 Introduction to the history of oxyacetylene and arc welding, the principles of welding and cutting, nomenclature of the equipment, and assembly of unit. Operation of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units. Welding procedures such as practice of puddling and carrying the puddle; running flat beads; butt welding in the flat, vertical and overhead positions; and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program of instruction. WLD 1104, 1105, and 1106 are equivalent to WLD 1141.

WLD	1142	INTERMEDIATE WELDING	5	0	15	10
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Prerequisites: WLD 1141
 Review of basic oxyacetylene cutting and welding; preparation of metals, types of joints, welding procedures, and testing of welds. Operation of AC transformers and DC motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After students are capable of running beads, they make butt and fillet welds in all positions and test them to detect weaknesses in welding. Safety procedures are emphasized throughout the course. WLD 1107, 1108, and 1109 are equivalent to WLD 1142.

WLD	1143	NON-DESTRUCTIVE TESTING & INSPECTION	2	0	6	4
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Prerequisites: Welding (V-050) Diploma and permission of instructor
 This course will present major ways to locate flaws, defects, cracks, and discontinuances using non-destructive testing methods. Visual inspection, liquid dye penetrant testing, fluorescent dye penetrant testing, magnetic particle testing, ultrasonic testing, radiographic testing, stethoscope testing and holographic testing will be included.

WLD	1144	WELDING FABRICATION: LAYOUT/PIPEFITTING I	2	0	3	3
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Prerequisites: WLD 1143, Welding (V-050) Diploma and permission of instructor
This is a basic course in metal fabrication. The course will provide instruction on the identification and use of basic hand tools and measuring instruments. Safety rules, regulations, and procedures will be covered. Basic procedures and processes on the use of the shear, iron worker, press brake, box and pan brake, and vertical and horizontal band saws will be introduced.

WLD	1145	WELDING FABRICATION: LAYOUT/PIPEFITTING II	2	0	6	4
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Prerequisites: WLD 1144, Welding (V-050) Diploma and permission of instructor
This course provides advanced work using the shear, iron worker, press brake and band saws. Class projects will be used to develop procedures in planning, machine operations, final welding assembly and inspection.

WLD	1147	PIPE AND TUBE WELDING: LAYOUT	3	0	12	7
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Prerequisites: WLD 1145, Welding (V-050) Diploma and permission of instructor
This course is designed to provide practice in the welding of pressure piping and tubing in the horizontal, vertical, and horizontal-fixed positions using shielded metal arc and gas tungsten arc welding processes according to the ASME code.

WLD	1148	ADVANCED GAS SHIELDED ARC WELDING FOR PIPEFITTING	2	0	6	4
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Prerequisites: WLD 1147, Welding (V-050) Diploma and permission of instructor
This course includes extensive practice in the welding of different metals in all positions. Gas shielded arc welding processes are used. A study of the principles of operation, the nomenclature of machines, types of filler wires and shielding gases are covered.

WLD	1151	INERT GAS WELDING I	2	0	6	4
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Prerequisites: WLD 1109 or permission of instructor
Introduction to and practical operations in inert-gas-shield arc welding Mig and Tig. Emphasis is placed on the study of equipment, operation, safety and practice in the various positions. Emphasis is also placed on the study of shielded gases filler metal process variations and applications in gas tungsten arc welding and gas metal arc welding. WLD 1151 and WLD 1152 are equivalent to WLD 1123.

				Clin/ Credit				
				Class	Lab	Shop	Hours	
WLD	1152	INERT GAS WELDING II		1	0	6	3	

Prerequisites: WLD 1109 or permission of instructor

This course is designed to teach the operation and use of the gas shielded metal arc welding methods Tig/Mig. Emphasis is placed on the study of the equipment, its safety and operation demands, and practice in all welding positions. Upon completion, students will be able to set up and operate Tig and Mig welding machines and weld various size metal in all welding positions. WLD 1151 and WLD 1152 are equivalent to WLD 1123.

WLD	1153	AUTOMATED WELDING: THEORY & PRACTICE		3	0	3	4	
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Prerequisites: WLD 1148, Welding (V-050) Diploma and permission of instructor

The student will become familiar with the use of robots and other automated machinery used for welding in modern manufacturing systems. Emphasis will be placed on the knowledge and skill requirements for setting up, programming, operating and monitoring automated welding equipment. Shop practice will include setting up and programming simulated and/or production quality automated welding equipment.

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Pitt Community College

Is An Equal Opportunity/Affirmative Action Institution
And

It Is An Equal Opportunity/Affirmative Action Employer

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